

How to Become a Certified Doula and Provide Services to Yamhill Community Care (YCCO) Members

A **Birth Doula** is a birth companion who provides personal, nonmedical support to women and families throughout a woman's pregnancy, childbirth, and post-partum experience. This is a covered benefit for eligible Oregon Health Plan members.

The following steps will help those interested to better understand the requirements to become a certified Doula with the Oregon Health Authority. Becoming certified with the Oregon Health Authority allows for Doula's to be contracted by Yamhill Community Care.

— STEP 1

Meet OHA Requirements for Doula Certification

- Complete an [approved training program](#); **or**
- Provide documentation that you have completed all birth doula training requirements listed in [OAR 410-180-0375](#) **and**
- Meet the 6 hours cultural competency course requirements through an approved training program for doulas.

Note: A list of OHA approved trainings can be found here:

<https://www.oregon.gov/oha/OEI/Pages/THW-OHA-Approved-Training-CEU.aspx>

— STEP 2

Complete the Oral Health Training Requirement

Effective May 13, 2019, Doulas are required to complete the OHA's Traditional Health Worker (THW) oral health training. OEI website provides a free oral health training: <https://static.dhsoha.state.or.us/oha/oei/training/oral-health/>

Note: Keep a copy of your proof of completion to submit with your THW certification application.

— STEP 3

Email THW Certification Application and Required Documents

- Fill out application available on the OHA OEI website: [Traditional Health Worker Full Certification and Renewal Application](#)
- Documents should be emailed to thw.program@state.or.us or can be faxed to 971-673-1128.
- Complete a background check – you will receive a notification email from the Office of Human Resources Shared Services Background Check Unit (BCU) with the link. Receiving this link meant your THW documents have been received by OHA OEI.

Note: *You have 21 days to complete your background check. A background check is required even if you have completed one in the past. Emailing your application is the best and quickest option.*

Steps 4-7 provide information on how to bill YCCO for Doula services.

— STEP 4

Obtain a National Provider Identification (NPI)

In order to bill Oregon Medicaid, you will need to obtain an NPI number.

- Apply on the National Plan and Provider Enumeration System website: <https://npiregistry.cms.hhs.gov/>

— STEP 5

Apply and Become an Oregon Medicaid Provider

To bill Oregon Medicaid, you will need to obtain an active Medicaid ID number.

- To enroll visit: <https://www.oregon.gov/OHA/HSD/OHP/Pages/Provider-Enroll.aspx?wp2488=se:%22doula%22> to complete required forms [OHA 3972](#), and [OHA 3975](#)
- Email completed forms to map.enrollment@phtech.com

Note: *For assistance obtaining an Oregon Medicaid ID number you may contact YCCO Provider Customer Service via email at <https://yamhillcco.org/contact-us/> or via phone at 855-722-8205 (TTY 711)*

— STEP 6

Deliver Covered Services to YCCO Members

For a list of service codes and description see:

<https://www.oregon.gov/oha/HSD/OHP/Tools/Billing%20for%20doula%20services.pdf>

— STEP 7

Send Claims to YCCO

Claims can be mailed to:

Yamhill Community Care
P.O. Box 5490
Salem, OR 97304

Or

Submit electronically using the provider portal or by logging in directly to CIM. The Portal makes it convenient to access patient eligibility, review claims/payment information, submit a claim, check on the status of a referral, or submit one and has information regarding prior authorizations.

If you are a new provider who needs access to the portal, or if you are an established provider with portal questions, please call Customer Service at 855-722-8205.

Note: To receive electronic claims payments and/or remittances please register with Payspan. You will need a Registration Code and PIN in order to register. Please contact PaySpan Provider Services at 877-331-7154, Option 1 for assistance.

Other Billing Options

Note: You may be able to subcontract with other Doula organizations (hubs) for billing and other support. For more information on other Doula organizations, contact the Oregon Doula Association at **OregonDoulas.org**.