

Peer Support Specialists planning to bill Yamhill Community Care

A Peer Support Specialist (PSS) provides supportive services to a current or former consumer of mental health or addiction treatment. (From ORS 414.025).

— STEP 1

Meet OHA requirements for PSS certification

- Complete an [approved training program](#); **or**
- Be grandfathered in as a PSS. To find out more about the grandfathering process visit <https://www.oregon.gov/oha/OEI/Pages/THW-Training-Certification-Requirements.aspx>

Note: Peer Support Specialists are required to complete 40 hours of training in addition to the oral health training. 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, PSS are required to complete the OHA's 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](#). Fill out application available on the OHA OEI website: [Traditional Health Worker Full Certification and Renewal Application](#)
- Documents should be mailed to thw.program@state.or.us or can be faxed.

- Complete a background check where 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.

Note: Peer Support Specialists EXCEPT for Peer Support Specialists in Recovery from Addictions must take and pass a background check provided by the OHA BCU. The certification of recovery mentors is completed through the Mental Health & Addiction Counselor Certification Board of Oregon (MHACBO).

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

— STEP 4

Obtain a National Provider Identification (NPI)

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/>.

Note: For reference, the taxonomy code for PSS is 175T00000X.

— 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=l:100> to complete required forms OHP 3113. Enter provider Type 13, specialty the following specialty codes; Adult Addictions **604**, Adult Mental Health **605**, Youth Support Specialist **607**, and Family Support Specialist **606**. Include your NPI and a copy of your OEI certification.
- Email completed forms to map.enrollment@phtech.com

Note: If not employed by or contracted with a Medicaid billing agency, update your application when employed by or contracted with a Medicaid billing agency.

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/Enrollment%20and%20billing%20for%20peer-delivered%20services.pdf>

*Note: PSS cannot bill or submit claims for services to Medicaid as a private provider and **MUST** submit them through an established Medicaid billing agency or licensed provider. On the claim, report the PSS as the rendering provider.*

*Note: **Fee Schedule Information** - For providers reimbursed at an encounter rate methodology (such as FQHCs, RHCs, and tribal/urban Indian health programs), these codes may be reimbursable under the applicable encounter rate rather than under fee schedule pricing. <https://www.oregon.gov/oha/HSD/OHP/Pages/Fee-Schedule.aspx>*

— 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.

Note: 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.