

How to Become a **Certified Doula** with the Oregon Health Authority

A Doula is a birth companion who provides personal, nonmedical support to pregnant women and families throughout pregnancy, childbirth, and post-partum experience.

PacificSource Community Solutions (PSCS) employs Traditional Health Worker Liaisons (THW Liaisons) who are available to help doulas through the certification process with the Oregon Health Authority (OHA).

STEP 1

Complete a Birth Doula training program

Note: If you have already attended a birth doula training, contact your THW Liaison to see if it meets the minimum requirements for THW certification. See page 3 to confirm that your training program meets all the OHA requirements.

Training options:

1. Complete a birth doula training, plus 6 hours of an OHA-approved Cultural Competency training.
2. Check the OHA Office of Equity and Inclusion (OEI) website for a list of approved OHA trainings: [Oregon.gov/oha/OEI/Pages/THW-Doula.aspx](https://www.oregon.gov/oha/OEI/Pages/THW-Doula.aspx)
3. There may be additional trainings (not listed on the OHA website) that meet the minimum requirements for THW certification in your area. Contact your THW Liaison for more information.

STEP 2

Complete the oral health training requirement

Effective May 13, 2019, Doulas are required to complete the OHA's THW oral health training: [Oregon.gov/oha/OEI/Pages/THW%20Oral%20Health%20Requirements.aspx](https://www.oregon.gov/oha/OEI/Pages/THW%20Oral%20Health%20Requirements.aspx)

The oral health training on the OHA OEI website is free of charge. After completion, the OHA will notify you by email that you have completed this requirement. Keep a copy of your proof of completion to submit with your THW certification application.

STEP 3

Email your THW certification application to:

thw.program@state.or.us

Applications are available on the OHA OEI website: [Oregon.gov/oha/OEI/Pages/THW-Doula.aspx](https://oregon.gov/oha/OEI/Pages/THW-Doula.aspx)

You will need to scan and attach copies of the following documents to your application email:

- Government-issued identification
- Certificates of attendance at required trainings, including the oral health training
- Proof of CPR certification for children and adults
- Birth Doula State Registry Certification Checklist document. This is where you will attest to attendance at three births and three postpartum visits.

Emailing is the fastest method. Applications sent by mail or fax may be delayed as much as 90 days.

STEP 4

Complete your background check

- Once the OHA OEI receives your THW certification application and supporting documents, you will get an email from the Office of Human Resources Shared Services Background Check Unit (BCU) with a link to verify your information.
- If you do not receive an email within 1 to 2 weeks of submitting your application, check your spam folder for an email from “CRIMS BCU.” If you still have not received an email, contact the OEI THW program at thw.program@state.or.us.
- Pay careful attention to the instructions in the email. You only have 21 days to complete the process. If you do not complete the process within 21 days, you will need to request a new link.
- If you have lived outside of Oregon in the past five years, you will also need to submit fingerprints. Follow the instructions from the BCU.
- This background check is required even if you have had one in the past.
- The BCU will notify you once your background check is completed. If approved, the OHA OEI will process your THW Certification application.
- OHA will notify you by email of your THW Certification approval or denial, and, if approved, will provide you with your THW registration number.
- Save this notification, as it will have your registration number and date of certification expiration.
- OHA OEI will automatically add your information to the THW registry.

Note: Steps 5 through 7 are for Doulas planning to bill PSCS.

STEP 5

Obtain a National Provider ID (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: [NPPES.cms.hhs.gov/#](https://nppes.cms.hhs.gov/#).

STEP 6

Email your validation (credentialing) application to PSCS:

Credentialing@pacificsource.com

Validation is the PSCS version of provider credentialing. The application, listed as the *Medicaid Provider Validation Application*, is available on the PSCS website:

CommunitySolutions.PacificSource.com/providers/documentsandforms

Contact your THW Liaison if you need help filling out the application.

STEP 7

Apply for an Oregon Medicaid ID Number

In order to bill Oregon Medicaid, you will need to obtain an active Medicaid ID number. To enroll as an Oregon Health Plan provider, visit: Oregon.gov/oha/hsd/ohp/pages/provider-enroll.aspx.

If you plan to bill PacificSource, you may ask for assistance in obtaining an Oregon Medicaid ID number when you send in your Validation application. Check the box that says “*Please check if not currently enrolled with Oregon Medicaid, and assistance with enrollment is required.*”

CommunitySolutions.PacificSource.com/providers/documentsandforms

Please contact PSCS for additional assistance: ProvNetSupport@pacificsource.com.

STEP 8

Alternative 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: OregonDoulas.org or your local THW Liaison.

For information on how to renew your Doula certification, visit:

[Oregon.gov/oha/OEI/Documents/Recertification%20Process%20for%20Traditional%20Health%20Workers.pdf](https://www.oregon.gov/oha/OEI/Documents/Recertification%20Process%20for%20Traditional%20Health%20Workers.pdf)

CHW certifications are valid for three years (36 months). You must complete at least 20 hours of an OHA OEI-approved continuing education training for renewal.

About Continuing Education Units (CEUs)

- CEUs are awarded for additional THW trainings offered by an OHA approved training program.
- CEUs are awarded for OHA-approved trainings, events, or conferences.
- Non-OHA-approved seminars, workshops, and conferences may also count if they relate to work you do, your scope of practice, and THW type. It will need to be reviewed by OHA before being accepted as a qualifying CEU.
- 10 hours of the CEUs can be from online courses (50%).
- 10 hours of the CEUs must be in class, with in-person interaction (50%).
- For questions regarding approved trainings, contact the THW program at: thw.program@state.or.us.

Additional Resources

- Traditional Health Worker Toolkit: [Oregon.gov/oha/OEI/THW%20Documents/Traditional-Health-Worker-Toolkit-2019-Final.pdf](https://www.oregon.gov/oha/OEI/THW%20Documents/Traditional-Health-Worker-Toolkit-2019-Final.pdf)
- Oregon Doula Association: [OregonDoulas.org](https://www.oregondoulas.org)

PSCS THW Liaisons by Region

Columbia Gorge: Kate Karlson, RN, BSN, IBCLC, kate.karlson@pacificsource.com

Lane County: Iris Bicksler, CHW, PSS, Doula, iris.bicksler@pacificsource.com

Marion and Polk Counties: Todd Santiago, MBA, PSS, todd.santiago@pacificsource.com

Central Oregon: Tanya Nason, tanya.nason@pacificsource.com