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How to Become a

**Certified Birth Doula**

with the Oregon Health Authority

A Birth Doula is a birth companion. They provide personal, nonmedical support to pregnant people and families. This support is provided throughout pregnancy, childbirth, and the post-partum experience.

PacificSource Community Solutions employs Traditional Health Worker Liaisons (THW Liaisons) who are available to help doulas through the certification process with the Oregon Health Authority (OHA), as well as the PacificSource validation/credentialing process so that they can bill Medicaid for their services.

**STEP 1**

**Complete an OHA-approved Birth Doula training program**

For a list of approved trainings, visit the Oregon Health Authority (OHA) Office of Equity and Inclusion (OEI) website: [Oregon.gov/OHA/EI/Pages/THW-Training-Programs.aspx](https://www.oregon.gov/oha/EI/Pages/THW-Training-Programs.aspx)

**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.

Additionally, the following items are required if they are not already included in the Birth Doula training that you participate in:

* 6 hours of cultural competency training
* 1 hour of interprofessional collaboration training
* 1 hour of HIPAA training
* 4 hours of trauma informed care training
* CPR certification for children and adults
* Attendance at three births and three postpartum visits

*Or*

**Apply for certification using the legacy clause**

OHA’s legacy clause allows individuals who have attended 10 births and have provided 500 hours of community work supporting birthing persons and families in the capacity of a Birth Doula to apply for certification. You will have to provide a letter of recommendation from a previous employer, as well as verifiable evidence that you have met these requirements. The recommendation letter should outline paid or volunteer work between January 1, 2008, and the present.

If you have questions regarding OHA-approved Birth Doula trainings or the requirements for the legacy clause, please contact your THW Liaison or OHA’s THW program: [THW.program@ODHSOHA.oregon.gov](mailto:THW.program@odhsoha.oregon.gov) or **971-673-3353.**

**STEP 2**

**Complete the oral health training requirement**

Effective May 13, 2019, doulas are required to complete the OHA’s THW oral health training: [PacSrc.co/THW-training](https://pacsrc.co/THW-training)

The oral health training on the OHA OEI website is free of charge. After completion, 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**

**Submit your THW application**

Complete and submit your application online through the Oregon Health Workforce Registry Applicant Portal:   
[HealthWorkforceRegistry.Oregon.gov](https://healthworkforceregistry.oregon.gov)

You will need to submit copies of the following documents in the portal:

* Government-issued identification
* Certificates of attendance at required trainings, including the oral health training
* Proof of CPR certification for children and adults
* Birth Doulas State Registry Certification Checklist. This is where you will attest to attendance at three births and three postpartum visits.
* If applying under the legacy clause, documentation verifying that you have attended at least 10 births and have at least 500 hours of similar work or volunteer experience

Please reach out to [THW.Program@ODHSOHA.oregon.gov](mailto:THW.Program@ODHSOHA.oregon.gov) if you require special accommodations and/or to inquire whether submission via email, fax, or U.S. Mail is allowable depending on your specific circumstances.

**STEP 4**

**Complete your background check**

Once the Administrative Specialists at OHA OEI process your application, they initiate a background check through the Oregon Criminal History and Abuse Records Data System (ORCHARDS). ORCHARDS will send you an email requesting your consent to conduct the background check, as well as a quick survey.

* If you do not receive an email about the background check process within 1 to 2 weeks of submitting your application, check your spam folder. If you still have not received an email, contact the OEI THW program at [THW.program@ODHSOHA.oregon.gov](mailto:THW.program@ODHSOHA.oregon.gov).
* 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, your application will be closed, and you will have to contact OHA OEI to have another background check initiated. You can only do this three times in a calendar year. If you don’t follow through after the third time, you will need to wait one year and reapply.
* If you have lived outside of Oregon in the past five years, you will also need to submit fingerprints. There may be additional instances in which ORCHARDS requests fingerprints. Follow the instructions from ORCHARDS.
* This background check is required even if you have had one in the past. It is required every time you apply. If you have recently completed the background check process to be certified as another THW worker type, you will not need to take another background check.
* ORCHARDS will notify OHA OEI once your background check is completed. If your background check is approved, the OHA OEI will finish processing your THW certification application and add you to the THW Registry.
  + **If approved,** OHA OEI will notify you by email with a Determination Letter. Save this letter, as it contains your THW registration number and certification expiration date.
  + **If denied,** ORCHARDS will notify you and provide instructions on how to appeal. The appeals process strictly involves you and ORCHARDS, and not OHA OEI.

**Note:** Steps 5 through 8 are for doulas who plan to bill PacificSource Community Solutions. These steps apply to doulas who are practicing independently. Additional steps may be needed to contract as a doula hub. If you have any questions about the PacificSource contracting process, please reach out to the PacificSource THW Liaison team at [THWinfo@PacificSource.com](mailto:THWinfo@PacificSource.com).

**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**

**Obtain liability insurance**

PacificSource Community Solutions is required to ensure that any credentialed or validated provider is covered by liability insurance, including a minimum of $1,000,000 per single claim and $3,000,000 per aggregate. Please reach out to [THWinfo@PacificSource.com](mailto:THWinfo@PacificSource.com) if you need further information about the requirement for liability insurance.

**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](https://www.oregon.gov/oha/hsd/ohp/pages/provider-enroll.aspx)

If you do not have an Oregon Medicaid ID number, you may ask for assistance from PacificSource 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.*”

The Oregon Health Authority (OHA) now requires a Provider Enrollment Agreement (3975) Form be completed and submitted with each enrollment request. You may download a copy of this form on the PacificSource website. Please include it with your validation application if requesting assistance with enrollment. Please note: This CCO Medicaid ID registration process will not allow Fee for Service Open Card billing.

When you have completed the above steps, please email the THW Liaison team at [THWinfo@PacificSource.com](mailto:THWinfo@PacificSource.com) to be connected with a PacificSource Contract Representative.

**STEP 8**

**Email your validation (credentialing) application to PacificSource Community Solutions:** [Credentialing@PacificSource.com](mailto:Credentialing@PacificSource.com)

Validation is the PacificSource version of provider credentialing and is only required for those billing PacificSource Community Solutions. The application, listed as the *Medicaid Provider Validation Application,* is available on our website: [PacificSource.com/media/30936 (PDF)](https://pacificsource.com/media/30936).

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

**Additional Resources**

You may be able to subcontract with other doula organizations (hubs) for billing and other support. PacificSource has a Doula Billing FAQ that can be found on our website.

For more information on other doula organizations, contact the Oregon Doula Association: [OregonDoulas.org](http://www.oregondoulas.org/) or your local THW Liaison.

For a Traditional Health Worker Toolkit, visit: [PacSrc.co/THW-toolkit (PDF)](https://pacsrc.co/THW-toolkit)

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

[Oregon.gov/OHA/EI/Pages/THW-Recertification-Process.aspx](https://www.oregon.gov/oha/EI/Pages/THW-Recertification-Process.aspx)

THW certifications are valid for three years (36 months). You must complete at least 20 hours of an OHA OEI-approved continuing education training for certification 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.
* Effective July 1, 2022, THWs applying for recertification are required to take a suicide prevention training as part of their CEUs.
* 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@ODHSOHA.oregon.gov](mailto:THW.program@ODHSOHA.oregon.gov).

**To connect with your regional PacificSource THW Liaison:**

Email [THWinfo@PacificSource.com](mailto:THWinfo@PacificSource.com)

Or call **541-640-8742.** TTY: 711. We accept all relay calls.