



COUNTY OF SANTA CLARA Behavioral Health Services

Supporting Wellness and Recovery

For more additional resources:

- [Link to Video, Power point, FAQ's](#)

274 Monthly File Process

Starts: 15th of every month (if on a holiday or weekend, business day before)

Ends: 23rd of each Month

Monthly Action Items

- Add new practitioners to your file
- Delete terminated practitioners from your file (submit termination form if they leave agency)
- Ensure "Maximum Number of Medi-Cal Members this Provider will Accept" is up to date for all practitioners on file
- Ensure "Current Medi-Cal members assigned to this provider" is up to date for all practitioners on file
- Update Directory Data to include all programs offered at each site on your file

What is the 274 Standard File?

The 274 standard file is an Electronic Data Interchange standard selected by DHCS to ensure provider network data submitted to DHCS is consistent, uniform, and aligns with national standards. This is reported monthly and is currently only capturing outpatient services.

What are the agencies responsible for?

Participating providers are required to complete and update their 274 file as accurately as possible every month. All practitioners providing Mental Health and SUTS services to Medi-Cal beneficiaries should be included in your file.

How to complete and submit your 274 file.

BHSD uses a 274 web application to collect and report practitioner and provider data.
[Click Here](#) to access 274 web application

How to request access to your agency 274 file.

Email the BHSD Business Office at BHSDBusinessOffice@hhs.sccgov.org. We request 2-3 staff per agency to have access for back up purposes.

Who must report on the 274 file?

- Any new or current Mental Health or SUTS agency that:
- Provides OUTPATIENT services to Medi-Cal beneficiaries
 - Has been certified by the state
 - Has programs already built into Avatar
 - Has gone through the credentialing process