

Top 10 ScreenWise Enrollment and Results Priorities

- 1) Enrolling provider's re assess eligibility (also listed on our [website](#) for reference):
 - a. Patients 21-49 become eligible at the point that additional diagnostics are necessary to rule out cancer. Some examples include diagnostic mammograms, breast ultrasounds/biopsies, and colposcopies.
 - b. Patient 50+ are eligible for both screening and diagnostic services.
- 2) Once enrolled, patients are enrolled for 1-year from the date of enrollment. Patients must be reassessed for eligibility and re-enrolled to receive covered services after 1-year.
- 3) The best way to expedite your patients' enrollment is to be thorough and legible. Fillable PDF's are available through our [website](#). Complete all answers on every form that is submitted. Incomplete forms will be denied, example: if no cervical services are provided, we need the most recent Pap date and cervical cancer risk.
- 4) Thoroughly Identify your patients to prevent duplicate identities and record splitting:
 - a. Please list every known name on your intake packet as we have a massive database from past and currently enrolled patients with the same 3-4 names and dates of birth.
 - b. Dates of birth must be listed as mm-dd-yy to prevent identity duplication. Please assure that the date of birth and order of month and day is correct on each form.
 - c. Include the patient's MRN whenever possible.
- 5) All dates and services should reflect the current dates of service. The only historical date we need to document is the previous Pap date (if known).
- 6) The ScreenWise Intake Form and Result Form is necessary for **all patients**.
- 7) The ScreenWise Final Outcome Form is only necessary if additional diagnostics were needed to rule out cancer. Please do not send results via lab or imaging center reports or patient EMR data.
- 8) We send out missing data reports, Provider Data Reports (PDR's), each month that notify your clinic of missing results for ScreenWise-enrolled patients. This is meant to be a reminder and is not a substitution for submitting the result and final outcome forms in a timely manner.
- 9) In order to maintain HIPAA compliance, you will need to send all patient documents securely using the [secure portal](#). Always use generic subject lines with no patient identifying characteristics. Subject line examples:
 - a. (Your Clinic Site Name) result form
 - b. (Your Clinic Site Name) intake packet
- 10) When in doubt about eligibility criteria (in general or patient-specific) or form completion and submission, please contact The ScreenWise Data and Program Specialist, Wendy Jacobs at wendy.m.jacobs@dhsosha.state.or.us or 971-673-0319.