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**Number:** DMAP-IM-10-006

**Issue Date:** 01/19/2010

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**Authorized Signature**

**Topic:** Medical Benefits

**Subject:** Oregon Health Plan (OHP) Standard reservation list materials

**Applies to:**

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| <input type="checkbox"/> All DHS Employees             | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities  |
| <input type="checkbox"/> County DD Program Managers    | <input checked="" type="checkbox"/> Other (please specify): <u>DHS staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists</u> |

**Message:**

The following Oregon Health Plan (OHP) Standard reservation list materials are now on the DHS Forms server at [www.oregon.gov/DHS/admin/forms/index.shtml](http://www.oregon.gov/DHS/admin/forms/index.shtml):

- Poster (DHS 3202). The poster is 11 x 17 with English printed on one side and Spanish on the other.
- Flyer (DHS 3205). The flyer is an 8.5 x 11 version of the poster. Available in English and nine other languages.
- Reservation request (OHP 3203). The reservation request is 8.5 x 11. Available in English and nine other languages.

A supply of posters and request forms will be sent to all DHS Field offices the week of January 18, 2010. The package will include:

- A cover letter that includes instructions for ordering more materials;
- 2 posters (DHS 3202); and
- 25 English and 25 Spanish reservation list request forms (OHP 3203).

Posters and request forms will also be mailed to OHP Standard community partners in January.

**How to order posters and request forms**

Send requests for OHP Standard reservation list posters and request forms to [ohpstandard@oce.oregon.gov](mailto:ohpstandard@oce.oregon.gov).

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	DMAP Client and Provider Education (CAPE) Unit
<b>E-mail:</b>	<a href="mailto:reservation.list.questions@state.or.us">reservation.list.questions@state.or.us</a>