

OPI Adjustment Request Instruction Sheet

Forms SDS 0287G and 0287H are used to request a correction for overpayment, underpayment or zero pays for the Home Care Worker payment system.

➤ **Set-up Instructions – One time only:**

Open MSWord to ensure you are set up for Medium security:

- Select: Tools; Macro; Security; Medium

➤ **Ongoing Forms Instructions:**

1. SPD Staff Tools Website: <http://www.dhs.state.or.us/spd/tools/index.htm>
 - Search for Form
 - Select WORD to open
 - Click YES, ENABLE, Open or any other prompt that will allow you to open a form containing Macros
 - Bookmark or add to Favorite
2. Complete all sections of the form, including the "Reason for Request." Complete the form using HINQ (CEP):
 - Key HINQ, P, Provider # and press enter
 - Tab to voucher and press enter
 - Press F11 and then F12 to go to HINV screen
 - HINV has information for completing the adjustment request
3. Select an Option to **Submit Request** to the Provider Payment Unit:

Option #1:

- Prior to clicking the **Submit Request** button on the form, write down or copy email address listed below
- Click the **Submit Request** button
- Completed forms will automatically attach to the email
- Fill in the **To section** of the email with the email address below
- Send email

Option #2: (Use this option if unable to use option #1)

- Save form
- Open Groupwise or other email system
- Attach form to email
- Send to address below

Choose Email Address to Use

Choose Email Address to Use	
Groupwise Users	Users Outside of Groupwise
ProviderAdjustment, SPD	SPD.Provideradjustment@state.or.us