DHS
Oregon Department of Human Services
Seniors and People with Disabilities

OPI Forced Payment Request
Instruction Sheet

Form SDS 0287i is used to request a forced payment of an existing voucher, to create a voucher, or to create and pay a voucher.

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

Open MSWord to ensure you are set up for Medium security:
- Select: <u>Tools</u>; <u>Macro</u>; <u>Security</u>; <u>Medium</u>

➢ **Ongoing Forms Instructions:**

1. SPD Staff Tools Website: http://www.dhs.state.or.us/spd/tools/index.htm
   - Search for Form
   - Select <u>WORD</u> to open
   - Click <u>YES, ENABLE, Open or any other prompt</u> that will allow you to open a form containing Macros
   - <u>Bookmark</u> or add to Favorite

2. Complete all sections of the form, including the <u>"Reason for Request."</u> 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 <u>automatically</u> 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	
Groupwise Users	**Users Outside of Groupwise**
ProviderAdjustment, SPD	SPD.Provideradjustment@state.or.us