HEALTH SYSTEMS DIVISION

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To: Oregon Health Plan hospital providers

From: David Inbody, CCO Operations director
Medicaid Programs

Subject: Reporting inpatient hospital admissions and discharges

Hospitals must report all Oregon Health Plan (OHP) member inpatient admissions and discharges daily to the Oregon Health Authority (OHA). This is to ensure OHP members maintain their existing coordinated care organization or fee-for-service enrollment during hospitalizations.

What should you do?

Please report all hospital inpatient information daily to Client Enrollment Services via secure email to ces.dmap@odhsoha.oregon.gov.

Include only the following information in your secure email to Client Enrollment Services:
- Member's full name
- Prime number (Oregon Medicaid ID)
- Date of birth
- Admission date
- Discharge date
- For patient transfers, include the type of facility the member is transferring to and admission date

OHA does not need the patient's personal medical information typically found on the hospital admit sheet. Please do not include this information in your secure email to ces.dmap@odhsoha.oregon.gov.

Other guidance

To protect members' private information in compliance with federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) security requirements:
- Please report all hospital inpatient information via secure email only. Secure email requires all users to provide password authentication to access the email.
- Do not fax hospital admission and discharge information. OHA does not accept personal health information via fax.

Questions?

If you have questions about this announcement, contact Provider Services at DMAP.ProviderServices@odhsoha.oregon.gov or 800-366-6016 (option 5). We are available Monday through Friday between 8 a.m. and 5 p.m.

Thank you for your continued support of the Oregon Health Plan and the services you provide to our members.