



**Date:** January 9, 2024

**To:** Oregon Health Plan substance use disorder (SUD) providers

**From:** David Inbody, CCO Operations director  
Medicaid Programs

**Subject:** Reporting SUD residential treatment facility admissions and discharges

SUD residential treatment facilities should report all Oregon Health Plan (OHP) member admissions and discharges daily to the Oregon Health Authority (OHA) within three business days of admission and discharge dates. This is to ensure newly admitted OHP members are enrolled into the correct coordinated care organization or into fee-for-service during their residential treatment.

### What should you do?

As OHP members enter and exit their treatment program please report all SUD admissions and discharges to Client Enrollment Services via [secure email](#) to [ces.dmap@odhsoha.oregon.gov](mailto:ces.dmap@odhsoha.oregon.gov) within three business days of admission and discharge dates. Complete and attach the [OHP 7204](#) form to your secure email.

### Other guidance

To protect members' private information in compliance with federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) security requirements:

- Please report information via [secure email](#) only. Secure email requires all users to provide password authentication to access the email.
- Do not fax admission and discharge information and forms. 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](mailto: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.