

2025 CCO Personal Injury Lien Release & Lien Filing Templates Self-Evaluation Checklist & Attestation

Background: The Coordinated Care Organization (CCO) must have Lien Release and Lien Filing Templates (collectively, Lien Templates) for Personal Injury Liens (PIL), as specified in Exh B, Pt 8, Sec 19, Para I of the [2025](#) CCO contract.

Instructions: This Word file contains the 2025 PIL Lien Templates content requirements. The requirements are provided in the form of a self-evaluation checklist. The CCO should use the checklist to determine whether its PIL Lien Templates meet the 2025 requirements and then resolve any deficiencies prior to submitting the annual Attestation as specified above.

The checklist is primarily for internal use by the CCO. However, in the event OHA requests to review the CCO’s PIL Lien Templates, the CCO will be required to submit the completed checklist along with its PIL Lien Templates.

Due Date: The Attestation for the 2025 PIL Lien Templates is due to OHA **by April 23, 2025**, via the Contract Deliverables portal located at <https://oha-cco.powerappsportals.us/>. (The submitter must have an OHA account to access the portal.)

- The Attestation form is located on the CCO Contract Forms webpage at <https://www.oregon.gov/oha/HSD/OHP/Pages/CCO-Contract-Forms.aspx>.
- Submit only the signed Attestation by the due date. Do not submit the checklist.
- Make sure the Attestation is signed by the CCO’s Chief Executive Officer, Chief Financial Officer, or employee with delegated authority as designated by the “Delegation Authorization and Signature Form.”

Technical Assistance: The PIL Unit is available for technical assistance prior to submission of the Attestation. The CCO should contact the PIL Unit for assistance as early as possible. The due date for the Attestation will not be extended because the CCO is awaiting assistance. Please email all technical assistance requests to Jake Jensen, Manager – Personal Injury Liens Unit, at Jake.M.Jensen@odhsoha.oregon.gov.

<i>Required Content</i>	<i>Reference</i>	<i>For CCO Use¹</i>
Lien Filing Template		
1. Form of notice of lien complies substantially with the form in statute.	ORS 416.560 & Exh B, Pt 8, Sec 19, Para I	
2. Recipient named in “injured person” section.	ORS 416.560	
3. Date and location of accident is listed in appropriate section.	ORS 416.560	
4. Amount of lien listed in appropriate section.	ORS 416.560	
5. CCO named as party who rendered assistance.	ORS 416.560	

¹ Use this column to identify the line(s) in the template where this information is found.

<i>Required Content</i>	<i>Reference</i>	<i>For CCO Use¹</i>
6. Tortfeasor named in appropriate section.	ORS 416.560	
7. Signature block by appropriate person from CCO with authority to sign on CCO's behalf.	ORS 416.560	
8. Signature block includes notary section.	ORS 416.560	
9. Document complies with conditions for instrument to be recorded with county clerk, including minimum of 10 point font and maximum page size of 8.5" x 14".	ORS 205.232	
Lien Release Template		
1. Release of lien recites language of original notice of lien (see "Lien Filing Template" above).	ORS 416.560	
2. Recipient named in "injured person" section.	Generally aligned with ORS 416.560	
3. Date and location of accident is listed in appropriate section.	Generally aligned with ORS 416.560	
4. Amount of lien listed in appropriate section.	Generally aligned with ORS 416.560	
5. CCO named as party who rendered assistance.	Generally aligned with ORS 416.560	
6. Tortfeasor named in appropriate section.	Generally aligned with ORS 416.560	
7. Date of filing, county of filing, and document filing number of original notice of lien are listed.	Generally aligned with ORS 416.560	
8. Date of payment, amount of payment, who payment was from, the name of the tortfeasor and who is being released from the lien.	Generally aligned with ORS 416.560	
9. Signature block by appropriate person from CCO with authority to sign on CCO's behalf.	Generally aligned with ORS 416.560	
10. Signature block includes notary section.	Generally aligned with ORS 416.560	
11. Document complies with conditions for instrument to be recorded with county clerk, including minimum of 10 point font and maximum page size of 8.5" x 14".	ORS 205.232 & HB 2029 (2023)	