

## Administrative Examinations and Reports

This Worker Guide is intended to provide information for the Oregon Department of Human Services (ODHS) agency and program staff, and the Oregon Youth Authority (OYA) about the Oregon Health Authority (OHA) Administrative Examination (Admin Exam) program. The Admin Exam policies and procedures apply to all agencies and programs. This guide also points to Admin Exam areas of work which may have specific Oregon Administrative Rule (OAR), program or policy guidance in addition to OHA guidance.

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**Program description and history**

An administrative medical examination is an evaluation required by Oregon Department of Human Services (ODHS) programs or Oregon Youth Authority (OYA) to determine eligibility, additional benefits and case planning. Only the client’s ODHS/ OYA caseworker or designee can request an administrative exam. Only OHA authorizes and pays for administrative exams and reports. Coordinated care organizations (CCOs) do not authorize or pay for administrative exam or report services.

**Provider requirements**

Providers must be enrolled with Oregon Medicaid.

**Provider types**

- Psychologists must be enrolled as provider type 53, with a specialty of 435 for Administrative Exams.
- Medical providers must be enrolled to perform any testing or medical procedures to determine eligibility and additional benefits.
- Polygraph Examiners must be enrolled with Oregon Medicaid as provider type 54, with a specialty of 416. They must also be enrolled under Administrative Exam contract in MMIS.

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## How to enroll as a Medicaid provider

Direct the provider to the [Oregon Health Authority Provider Enrollment web page](#). They can click on the Provider Description that describes them (e.g., Psychologist, Billing Provider, Naturopath, Polygrapher) to find the required forms and documents.

If the provider has questions about how to enroll, have them contact Provider Enrollment at 800-336-6016 (option 6) or email [provider.enrollment@dhsosha.state.or.us](mailto:provider.enrollment@dhsosha.state.or.us).

## Coverage criteria

To be covered by OHA, administrative exam and report services must be requested and authorized for payment as an OHA administrative exam using the appropriate OHP 729 form. An agency may not approve OHA administrative exam services without this authorization, and providers should never perform any exam without receipt of this authorization.

- Current Procedural Terminology (CPT) codes approved by agency staff must be listed on the OHP 729 form. Approved codes are in the [Administrative Exam Fee Schedule](#).
- The OHP 729 lists diagnosis code Z02.89 as the primary diagnosis code for Administrative Examination Program services. Providers must not bill using any other diagnosis code.
- Providers may only perform the agency authorized services using codes on the OHP 729 form.
- OHA will pay for codes authorized on the OHP 729 form up to allowable fee schedule amounts.

Agencies may authorize other payments through their branch or General Fund, according to their program rules and policies. OHA cannot authorize these requests.

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## Oregon Administrative Rules (OARs)

The following OARs define administrative exams and agency-specific requirements. Each agency has specific guidelines that must be followed per their requirements for benefits.

- [410-150-0005 through 0090](#) – Administrative Exams and Reports
- [413-050-0400 through 0440](#) – Child Welfare Rules for Administrative Exams
- [411-300-0100 through 411-425-0055](#) – Office of Developmental Disabilities Services
- [461-001-0000](#) – Self Sufficiency Programs

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## Eligibility and enrollment

The client must have full OHP (BMH, BMM, BMD, CWX) benefits or the ADMIN benefit plan. Eligibility can change at any time. It is the provider's responsibility to verify eligibility and enrollment prior to providing services or billing, as required by OAR [410-120-1280](#).

Contact your agency central office staff for questions on ordering an exam when a person does not have open or full OHP benefits.

## Process overview

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### Administrative exams and reports

Once a case worker or designee gets branch approval to request an administrative exam (Psychological or Medical), they must complete [the appropriate OHP 729 form](#) and email it to [oha.ffsohpclaims@dhsoha.state.or.us](mailto:oha.ffsohpclaims@dhsoha.state.or.us).

If needed, agencies can revise the OHP 729 form during an authorized exam and must email the revised form to [oha.ffsohpclaims@dhsoha.state.or.us](mailto:oha.ffsohpclaims@dhsoha.state.or.us).

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### Rides to administrative exams

Submit the [OHP 729B](#) form to the client's local transportation brokerage. (Instructions are on this form.)

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### If cross-program collaboration is needed:

Agency staff must reach out to the central office contact for that agency. Agencies are not permitted to order exams for another agency purpose; each

have specific OARs and policies which must be followed. [Please see the last page of this guide for central office staff contact information.](#)

## Covered services

The administrative exams and reports you receive must be written, contain a diagnosis, prognosis and supporting objective findings, including full results of all testing and scores. Functional impairments and expected duration should be included. Service-specific requirements are listed below.

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### Psychological exams

Psychological exams are used to determine the diagnostic mental status, health, and history of client by a professional, to determine eligibility, benefits, and case planning.

- Psychological codes have maximum limitations per Centers for Medicare & Medicaid Services (CMS) mandates.
- The Medicaid Management Information System (MMIS) payment system for Oregon can not pay over the CMS allowable amount per episode of care.
- Providers may not request branch payment for additional units beyond what CMS allows.
- An episode of care is from the first date of service (e.g., an interview) through the final service (date a report is received, or any follow up services after a report).
- OHA periodically updates CMS codes in MMIS as changes occur.
- The allowable rates and limitations are listed on the current [Administrative Exam Fee Schedule](#).
- Providers cannot provide more than one episode of care per client within 180 days.

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### Drug testing

Alcohol and drug testing is used to determine a current status of a client, parent, and or guardian. Testing is not to be used for enforcement or court ordered

purposes. There is an allowable option if deemed “Medically Appropriate [410-120-0000 Acronyms and Definitions \(145\) \(a - e\)](#)” or “Medically Necessary [410-120-0000 Acronyms and Definitions \(146\) \(a - e\)](#)” by a caseworker or medical professional.

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## **Medical exams**

Medical exams are ordered by agencies that need specific information to determine eligibility and benefits. These exams are ordered on the OHP 729H form and must be emailed to OHA as listed above.

This includes the medical records copying fee, code S9981.

Medical codes are listed on the bottom of the [Administrative Exam Fee Schedule](#).

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## **Exceptions and central office review**

In certain cases, additional units and/or hours for testing may be necessary beyond the maximum allowable amount. These cases occur rarely. When a situation like this occurs, staff must receive approval from the central office for their agency. [Please see the last page of this guide for central office staff contact information](#).

## **Training and communication plan**

Central office contacts will update current guidance.

Staff should review agency OARs, policy and worker guides for specific requirements and contact agency central office staff for program-specific technical assistance.

## **Forms**

[OHP 729](#) – Administrative Examination / Psychological Evaluation

[OHP 729 A](#) – Outline for Comprehensive Psychiatric or Psychological Evaluation

[OHP 729 B](#) – Non-Emergent Medical Transportation to an Administrative/  
Medical Exam

[OHP 729 C](#) – Report on Eye Examination

[OHP 729 D](#) – Medical Record Checklist

[OHP 729 E](#) – Physical Residual Function Capacity Report

[OHP 729 F](#) – Mental Residual Function Capacity Report

[OHP 729 G](#) – Rating of Impairment Severity Report

[OHP 729 H](#) – Administrative Medical Examination/ Report Authorization (Medical Records Request)

## Agency/program contacts

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### **Oregon Health Authority – Medicaid Policy:**

Napua Ann Rich – [NapuaAnn.K.Rich@dhsoha.state.or.us](mailto:NapuaAnn.K.Rich@dhsoha.state.or.us)

Shannon Jasper – [Shannon.D.Jasper@dhsoha.state.or.us](mailto:Shannon.D.Jasper@dhsoha.state.or.us)

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### **Oregon Department of Human Services**

#### **Adults and People with Disabilities**

Brian Kirk – [Brian.A.Kirk@dhsoha.state.or.us](mailto:Brian.A.Kirk@dhsoha.state.or.us)

Angelina Goldshteyn – [Angelina.Goldshteyn@dhsoha.state.or.us](mailto:Angelina.Goldshteyn@dhsoha.state.or.us)

Miranda Burckhardt – [Miranda.Burckhardt@dhsoha.state.or.us](mailto:Miranda.Burckhardt@dhsoha.state.or.us)

#### **Child Welfare**

Shelly Watts – [Shelly.Watts@dhsoha.state.or.us](mailto:Shelly.Watts@dhsoha.state.or.us)

Medical Assistance Resource Coordinator (MARC) – [MARC@dhsoha.state.or.us](mailto:MARC@dhsoha.state.or.us)

#### **Office of Developmental Disabilities**

Diagnosis & Evaluation Coordinators/Eligibility Policy –  
[ODDS.DE@dhsoha.state.or.us](mailto:ODDS.DE@dhsoha.state.or.us)

#### **Self Sufficiency Programs (TANF Program)**

Patrick Ring – [Patrick.J.Ring@dhsoha.state.or.us](mailto:Patrick.J.Ring@dhsoha.state.or.us)

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## Oregon Youth Authority

Laura Ward – [Laura.Ward@oya.state.or.us](mailto:Laura.Ward@oya.state.or.us)

Deborah Martin – [Deborah.Martin@oya.state.or.us](mailto:Deborah.Martin@oya.state.or.us)

## Acronyms

Admin Exam – Administrative Exams

CCO – Coordinated Care Organization

CMS – Centers for Medicare & Medicaid Services

CPT - Current Procedural Terminology

MARC – Medical Assistance Resource Coordinator

MMIS – Medicaid Management Information System

NEMT – Non-Emergency Medical Transportation

OAR – Oregon Administrative Rule

ODHS – Oregon Department of Human Services

OHA – Oregon Health Authority

OHP – Oregon Health Plan

OYA – Oregon Youth Authority

TANF – Temporary Assistance for Needy Families