Oregon
Health
Authority

Hospital Presumptive Eligibility Reporting Guidelines

Throughout the year

Maintain a log of all hospital staff who presume eligibility. It is the hospital's responsibility to track their staff training due dates and report staffing changes to OHA. Do the same for all contracted entities.

Annual report requirements

Track all hospital staff and/or associated contracted entities and be sure they complete their annual training.

Hospital staff and associated contracted hospital staff must be trained annually or they will be removed from the qualified representatives list. Be sure to notify us at HPE.Program@dhsoha.state.or.us if you have staff leave your employment or have a contracted entity no longer associated with your facility.

Quarterly report requirements

Send the following information via secure email to HPE.Program@dhsoha.state.or.us.

Use the HPE Reporting Template to report all determinations for each quarter.
- This template lists the required information and report due dates, and will be updated annually.
- If you report for more than one location, send a separate report for each location.
- Only submit reports using the posted Excel template. If you are unable to use this template, please let us know. Do not submit using other formats, such as PDF or Word.

You will need to submit two types of information (described below).

Quarterly overview information

Enter monthly totals for all HPE determinations made at your location. (You can find directions for this in the first tab of the HPE reporting template)

Applicant detail information

Enter Patient and Non-Patient applicants on separate tabs.

For all applicants, include:
- Prime number
- Date of birth
- Social Security number
- Last name, first name and middle initial

The quarterly report is due on or before the following dates:
- **May 1:** First quarter (January-March)
- **August 1:** Second quarter (April-June)
- **November 1:** Third quarter (July-September)
- **February 1:** Fourth quarter (October-December)