

## Reporting Inpatient Hospital Admissions

To ensure Oregon Health Plan (OHP) members maintain their existing coordinated care organization (CCO) or fee-for-service enrollment during hospitalizations, hospitals must report all inpatient admissions to the Oregon Health Authority (OHA).

Please follow these instructions to make sure OHA can accept and process all admissions data you report.

### **Report all hospital inpatient information via secure email only.**

Please report all hospital inpatient information via [secure email](#) to Client Enrollment Services at [ces.dmap@odhsoha.oregon.gov](mailto:ces.dmap@odhsoha.oregon.gov).

- This is to protect members' private information in compliance with federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) security requirements.
- [Secure email](#) requires all users to provide password authentication to access the email.

[Learn more about how to submit secure email through the ODHS|OHA secure email system.](#)

### **OHA will not act on faxed hospital admission data.**

OHA does not accept personal health information via fax. If you fax hospital admission data, OHA will not act on this data. Please use secure email to ensure timely reporting of hospital admissions.

### **Information to include when reporting hospital inpatient admissions**

Please 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 after hospitalization, include the type of facility the member is transferring to

**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](mailto:ces.dmap@odhsoha.oregon.gov).