

Nathan Roberts, Manager
Medicaid Programs Unit

Number: HSD-AR-20-002

Issue Date: 05/26/2020

Authorized Signature

Topic: Administrative Examinations

Effective Date: Immediately

Subject: Use the OHP 729B to authorize all trips for administrative exams

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Aging and People with Disabilities |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): All DHS, OHA,
OYA staff and contracted case
management entities who order or help
coordinate administrative exams |
| <input type="checkbox"/> County DD Program Managers | |

Action Required:

Please use the new OHP 729B ([Request for Non-Emergent Medical Transportation to Complete an Administrative Medical Examination](#)) to request Non-Emergent Medical Transportation (NEMT) services for individuals who do not have reliable transportation to Department-ordered administrative examinations.

- On the form, choose the NEMT broker that is local to the provider and/or individual taking the exam (if a person resides in a different region, use the broker in that region).
- Send the completed form via secure email to the appropriate NEMT broker. The OHP 729B lists the email address to use for each broker.

Reason for Action:

This policy change will decrease denials or delays in administrative examination due to transportation needs, increase attendance at Department-ordered evaluations, and create consistency statewide for providers and service delivery offices.

Field/Stakeholder review: Yes No

If yes, reviewed by: Department of Human Services
Oregon Health Authority
Oregon Youth Authority

If you have any questions about this information, contact:

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