

## Reproductive Health Program Application for Certification for Reproductive Health Services

In order to be eligible for funding from the Reproductive Health (RH) Program for reproductive health services, an agency must complete this certification application and be in compliance with Oregon Administrative Rules (OARs) 333-004-2000 through 333-004-2190.

By submitting this certification application the agency agrees to submit all certification documentation and comply with any other certification review requirements as set out in Section A of the Certification Requirements for Reproductive Health Services.

An agency and its clinic(s) must be open and operational prior to submitting a certification application.

**Agency name:**

Application completed by	
Name:	
Desk Phone:	Email:

Agency's Authorizing Official (AO)	
Name:	
Title:	
Desk Phone:	Email:
Receive bi-monthly RH Newsletter?      Yes      No	

**Section A: Required Documents**

- The agency's authorizing official (AO) attests that the following documents are enclosed with this application:
  - Agency, Staff, and Clinic Information form
  - Copy of current CLIA certificate
  - Copy of current Board of Pharmacy license (if applicable)
  - Request for Taxpayer Identification Number and Certification form (W9)
  
- The agency's AO attests that all clinics listed on the Agency, Staff, and Clinic Information form meet the Certification Requirements for Reproductive Health Services.

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### **Section B: Administrative Requirements for Reproductive Health Services**

- The agency's AO attests that agency's facilities are in compliance with local, state and federal laws and requirements.
  
- The agency's AO attests that the agency will maintain current administrative policies in accordance with Section B of the Certification Requirements for Reproductive Health Services, and that they will be available for review when requested by the RH Program and during the verification site visit. The policies will be reviewed and/or updated by the agency at least annually. RH Program Administrative Policies are available on the RH Program's website.
  
- The agency's AO attests that the agency's current administrative policies are enclosed with this application.

### **Section C: Clinical Requirements for Reproductive Health Services**

- The agency's AO attests that the agency will maintain approved clinical protocols in accordance with Section C of the Certification Requirements for Reproductive Health Services, signed by the Medical Director or Health Officer, and that they will be available for review when requested by the RH Program and during the verification site visit. The protocols will be reviewed and/or updated by the agency at least annually. RH Program Clinical Protocols are available on the RH Program's website.
  
- The agency's AO attests that the agency's current clinical protocols are enclosed with this application.

### **Section D: Fiscal and Billing Requirements for Reproductive Health Services**

- The agency's AO attests that the agency is able to bill private insurance carriers for those clients who have it and consent to using it.
  
- The agency's AO attests that the agency is currently enrolled as a Medicaid provider and is able to bill the Oregon Health Plan (OHP).

Medicaid Provider Number \_\_\_\_\_

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**Section E: Data Collection and Reporting Requirements for Reproductive Health Services**

- The agency's AO attests that all required client enrollment data will be collected using the RH Program Enrollment Form and the agency has the capability to enter such data into the web-based RH Program Eligibility Database.
- The agency's AO attests that all required visit/encounter data variables as indicated on the RH Program's Clinic Visit Record (CVR) will be collected and the agency has the capability to submit data and billing information to the RH Program data collection vendor (currently Ahlers and Associates).
- The agency's AO attests that all required RH Program data will be collected and submitted for all clients receiving reproductive health services regardless of source of pay.
- The agency's AO attests that appropriate staff are aware of the following requirements for submission to RH Program:
  - Client enrollment data
  - Client visit data
  - Additional federally required data not included on CVR

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The agency's AO attests that the appropriate agency staff have read and are familiar with the Certification Requirements for Reproductive Health Services which can be found on the RH Program's website ([healthoregon.org/rhcertification](http://healthoregon.org/rhcertification)).

The agency's AO attests that all information provided in the application for certification is accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- ❖ Submit application, documents, and direct questions to:
  - Oregon Reproductive Health Program
  - [rh.program@state.or.us](mailto:rh.program@state.or.us)
- ❖ The RH Program will contact you regarding the status of your application within 7 calendar days of receipt of application.