

Dear ScreenWise Providers,

Our new forms are now live and need to be used for all new enrollments effective January 1<sup>st</sup>, 2019. As we have been messaging over the last few months, these changes are the result of updated data requirements from the CDC and needed improvements in data quality for programmatic efficacy. The new Intake Packets, Result Forms, and Final Outcome Forms are posted on the website and all new enrollments submitted by <u>enrolling providers</u> on old forms will be denied.

These new forms are available on our website, <u>www.healthoregon.org/screenwise</u>, under the ScreenWise Forms tab on the left of the site. As stated previously, the old ScreenWise Results and Abnormal Follow Up Forms will remain up until the end of March. After this date, all old forms will be denied.

OLD Form cut off dates / NEW form implementation:

- Monday, December 31<sup>st</sup>: last day to enroll using the old Intake Packet forms
- <u>Tuesday, January 1<sup>st</sup></u>: new forms go LIVE, all new and renewing enrollments must be completed using new forms on and after January 1, 2019
- <u>Monday, April 1<sup>st</sup></u>: all results and abnormal follow-up forms need to be submitted on new forms regardless of enrollment date

ScreenWise conducted 6 training webinars on the new forms throughout the month of December. The PowerPoint slides are now posted to the website under the Trainings and Materials tab. We were specifically asked for the reference sheet on the Breast and Cervical Cancer Risk Definitions. We also have links to the YouTube Tutorials for each of the 3 new forms:

Here are some form completion tips based on the new forms that we have received over the last few weeks:

- There is a typo under CBE and Pap date, please list MMDDYYYY rather than only MMYYYY as prompted
- Whenever possible, please use the fillable PDF's on the website. They are now live in all languages
- The gray sections on the Results Form indicate if a Final Outcome Form is necessary. This form is not
  needed if results are negative or normal. It is similar to the abnormal follow-up form you were
  previously using, needed when additional diagnostic procedures are needed to rule out cancer to
  document treatment status.
- Please remember that <u>all form pages need to be submitted to be considered complete and all questions need to be answered</u>, otherwise it will be denied:
  - Intake Packet Form: 3 pages, due within 5 days from enrollment date
  - Results Form: 2 pages, due once all results are known
  - Final Outcome Form: 2 pages, necessary only if additional diagnostics are completed

Thank you to all of you who attended the ScreenWise Form Webinar. If you need a refresher or have employees who could benefit from the training, please reference the individual form tutorials and/or the complete form webinar.