

## ScreenWise Program Update: April 2019

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### **Announcement:**

We are excited to announce that our team now has a ScreenWise Access Coordinator, Paulina Almaraz. Paulina comes to us with a BS in Organismal Biology and is a Master's in Public Health Candidate. She has over 5 years of experience working with non-profits throughout the Portland area and over 7 years of administrative experience. Paulina, who is bilingual (Spanish), is finishing up her practicum with the Oregon Health Care Interpreter Association, on an Online Training Program for Rural regions of Oregon. She has experience in health education, medical translation, and a passion for working with communities. In her free time, she enjoys running with her dogs, reading, baking, and trying all the different amazing food in Portland. We are very excited she's here! Please join us in welcoming Paulina.

### **New Data Form Reminders:**

- As of April 1, 2019, only new data forms will be accepted. Old forms of any type will be denied.
- Due to some formatting changes to the patient's date of birth and income fields, please make sure you are using the most recent version of each of the new forms (11/2018). They are posted on our website and directly linked here: [Intake Packet](#), [Results Form](#), and [Final Outcome Form](#).

### **Most Common Data Form Errors and Omissions:**

- Intake Packet:
  - Missing date of birth: this is listed on the first page, beneath the patient's name.
  - Missing CBE date/result: please list the date as MM/DD/YYYY even though the form says only MM/YYYY and remember to check a box with your patient's result.
  - Breast and cervical cancer risk: even if you are not providing one of the services, we still need to report the risk. If you have questions about what makes a patient high risk, please refer to Page 8 of the [new form training webinar slides](#) [Trainings and Material] tab of ScreenWise website.
- Result and Final Outcome Forms:
  - A completed Result Form is needed for every patient.
  - The Final Outcome Form is needed only when additional diagnostics have been ordered or there is a cancer diagnosis.

### **Form Submission Reminders:**

- Please do not wait until results are known before submitting your ScreenWise Intake Packet. **The Intake Packet is due within 5 days from the date of service.** If it is not submitted until the results are known, then there is a good chance your patient will be billed by ancillary imaging centers and labs for non-enrollment.
- Timely and complete form submission for eligible patients is the best way to assure patient enrollment and prevent patients from being billed by ancillary labs and imaging centers. Completed results and final outcomes ensure that patients are eligible for re-enrollment in the future.
- **Are you having trouble getting you faxes to go through?** Our fax machine has been down for a few weeks and we don't have a solid answer on when it will be functioning again. For those of you who still fax, this might be the time to switch to using the ScreenWise Secure Email Portal or, as a last resort, mailing in your documents. We still expect intake packets to be submitted within 5 days if you use mail delivery. If you are interested in learning more about the ScreenWise Secure Email Portal, you can email us at [ScreenWise.Info@dhsosha.state.or.us](mailto:ScreenWise.Info@dhsosha.state.or.us).