

## ScreenWise Enrollment & Data Reporting Requirements for Enrolling Providers

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**1).** Enrolling providers need to **establish patient eligibility prior to enrolling patients** into the ScreenWise Program **for** procedures necessary to rule out cancer, in accordance to the eligibility guidelines located on the ScreenWise Website at

[www.healthoregon.org/screenwise](http://www.healthoregon.org/screenwise) under Becoming a ScreenWise Patient, Do I qualify?

These eligibility guidelines are evaluated and updated once per year.

**2).** To expedite your patients' enrollment, please evaluate the entire ScreenWise Packet for legibility and completion prior to submission. Fillable forms are located on the ScreenWise Website at [www.healthoregon.org/screenwise](http://www.healthoregon.org/screenwise) under Provider Manual and Data Forms, ScreenWise Forms. Form tutorials are also located here. **Incomplete or illegible forms will be denied and returned.**

- ScreenWise Intake Packet: required for all patients, **due within 5 days of enrollment**
- ScreenWise Result Form: required for all patients, due when results are known
- ScreenWise Final Outcome Form is only necessary if additional diagnostics were necessary to rule out cancer and when final diagnosis is known

**3).** Enrolling providers must **report screening results and final diagnoses for ALL patients** enrolled into the ScreenWise Program. This includes patients that are lost to follow-up, decline recommended services, or end up establishing insurance coverage that covers follow-up procedures. It is the enrolling providers responsibility to inform ScreenWise of the final breast and/or cervical cancer screening outcome for all patients enrolled into the ScreenWise program.

**4).** Once enrolled, patients are **eligible for covered services for 1 year**. Eligibility must be reassessed, and a new completed ScreenWise Intake Packet must be submitted, for any screening and diagnostic procedure(s) completed 1 year after enrollment.

**5).** To maintain HIPAA compliance, send all patient documents using the State of Oregon secure e-mail portal. These instruction are located on the ScreenWise Website at [www.healthoregon.org/screenwise](http://www.healthoregon.org/screenwise) under Provider Manuals and Data Forms, Forms Submission. Always use generic subject lines, such as clinic site name and form type, with no patient identifying information.

**6).** ScreenWise does not confirm all patient enrollments into the program but will notify the clinic, right away, when the patient does not qualify for enrollment. Please respond to any requests for more information from ScreenWise as soon as possible.

**7).** A Provider Data Report (PDR) is securely e-mailed to enrolling providers, around the 16<sup>th</sup> of each month, with all missing screening results and diagnostic follow-up for all ScreenWise-enrolled patients. This is meant to be a reminder and is not a substitution for submitting the ScreenWise Result and Final Outcome Forms in a timely manner. If you don't receive a PDR, your clinic's data is complete! If you need to be added as a recipient to the PDR list for your clinic, please contact ScreenWise at 971-673-1060 or send an e-mail to [ScreenWise.Info@dhsoha.state.or.us](mailto:ScreenWise.Info@dhsoha.state.or.us) .

**8).** When in doubt about eligibility criteria or form completion and submission, please contact The ScreenWise Program Specialist, Laura Hunsinger at [laura.p.hunsinger@dhsoha.state.or.us](mailto:laura.p.hunsinger@dhsoha.state.or.us) or 503-580-0652.