

Dale Elder, Manager
DMAP Operations Section

Number: DMAP IM 12-087

Authorized Signature

Issue Date: 9/17/2012

Topic: Medical Benefits

Subject: EDMS Coversheet (DHS 3970) update on DHS Forms Server

Applies to:

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): DHS and OHA staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists |
| <input type="checkbox"/> County DD Program Managers | |

Message:

DMAP has updated the EDMS Coversheet available on the DHS Forms Server at <https://apps.state.or.us/Forms/Served/de3970.pdf> to include the central fax numbers that require use of this form, updated instructions, and where to find provider enrollment forms and instructions.

- This updated version (revised 9/12) is available on most [DMAP provider guidelines pages](#), the [OHP Provider Enrollment page](#), the [OHP Tools for Providers page](#), and the [OHP Tools for Plans page](#).
- This does not change the version (revised 8/10) available through the “Coversheet for supporting documentation” button on the Provider Web Portal at <https://www.or-medicaid.gov>.

The Department’s Imaging and Record Management Services Unit will accept both versions of the form.

If you have any questions about this information, contact:

Contact(s):	DMAP Client and Provider Education
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