

Alice LaBansky, DMAP  
Operations Mgr.



**Authorized Signature**

**Number: DMAP 07-002**

**Issue Date: 3/22/07**

**Topic:** Medical Benefits

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

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

Policy/Rule Title:	Revision 24 of the DMAP Worker Guides		
Policy/Rule Number(s):	Medical Benefits	Release No:	DMAP-WG-24
Effective Date:	04/01/07	Expiration:	
References:			
Web Address:	<a href="http://www.oregon.gov/DHS/healthplan/data_pubs/wguide/main.shtml">www.oregon.gov/DHS/healthplan/data_pubs/wguide/main.shtml</a>		

**Discussion/Interpretation**

**WG IX** Corrects some prior authorization (PA) phone contact information.

**WG XIV** Lists the new OHP Premium Billing Office mailing address and contact information. The new contractor, Chaves Consulting, Inc. of Baker City, assumes the billing/receipting of OHP Standard premium payments on April 1, 2007. Chaves will launch a Web site at <[www.OHPBilling.com](http://www.OHPBilling.com)> that also lists the various ways to contact them and how to make payments.

**Training/Communication Plan:**

**Local/Branch Action Required:**

Read and become familiar with policy and procedure changes.

**Central Office Action Required:**

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**    DMAP Worker Guide review list of DHS stakeholders

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**Filing Instructions:**

Replace Guides IX and XIV with updated versions.

Remember, the DMAP Worker Guides are no longer printed with the CAF Family Services Manual. Instead, you'll find all the current DMAP WGs online at <[www.oregon.gov/DHS/healthplan/data\\_pubs/wguide/main.shtml](http://www.oregon.gov/DHS/healthplan/data_pubs/wguide/main.shtml)>.

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	DMAP Communications Unit		
<b>Phone:</b>	503-947-5484		
<b>E-mail:</b>	<a href="mailto:DMAP.info@state.or.us">DMAP.info@state.or.us</a>		