Print Reset

OREGON HEALTH AUTHORITY | Oregon HEALTH PLAN

EDMS Coversheet

Purpose: Use this coversheet to fax documents for entry into the Oregon Medicaid Electronic Document Management System (EDMS).

From: _____ Date: _____

Phone: _____ No. of pages: _____

Document type: Check the box and fax to the number shown. Use a new coversheet for each request.

- ☐ Provider Enrollment (PE): 503-378-3074
- ☐ Correspondence: 503-378-3086
- ☐ Claim documentation: 503-378-3086
- ☐ Grievance documents: 503-945-6873
- ☐ Prior Authorization (PA), **routine** priority (7 days): 503-378-5814
- ☐ Prior Authorization (PA), **urgent** priority (72 hours): 503-378-3435

Summarize justification for urgent processing in Notes, below. (if your PA request does not meet urgent [expedited] processing criteria as per CMS definition, it will receive routine processing).

Notes:

Provider resources: Find the resources you need to serve Oregon Health Plan members at https://www.oregon.gov/oha/HSD/OHP/Pages/Provider-Splash.aspx.

Documentation identification numbers: Provider ID is required on all requests from providers. To link documents to a specific Recipient ID, PA, claim or other record in our system, enter the appropriate number(s) below. Enter one character or number per box.

PE Application Tracking Number (ATN): 5 5 0 0 2 2

Provider ID (NPI or Oregon Medicaid ID):

Recipient ID (as listed on the Medical ID):

Prior Authorization Number (PAN):

Internal Claim Number (ICN):

For ODHS/OHA staff use only*: *Enter the Contact Tracking Number (CTN) to link correspondence to a specific CTN entry. Include CTMS question number and notes number, as applicable. If the CTN is linked to a specific provider or recipient contact, also enter the Provider ID or Recipient ID above.*

*Contact Tracking Number (CTN): Question # Notes #

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Alternate formats: You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the OHA Medicaid Provider Clinical Support Unit at Provider.ClinicalSupport@oha.oregon.gov or call 800-336-6016, option 3.