



Date: February 20, 2025

To: Coordinated care organizations (CCOs)

From: David Inbody, CCO Operations director

Subject: Changes to Enrollment reconciliation certification forms and related documents

This communication is about the following inter-related deliverables in the [2025](#) CCO contract:

- [Exhibit B, Part 3, Section 11](#): Paragraph a describes the requirement for the CCO to reconcile the 834 monthly Enrollment transaction file provided by the Oregon Health Authority (OHA) with the CCO's current Member information in its Health Information System for the same period.
 - Paragraph b (1) instructs the CCO to use OHA's "Enrollment Reconciliation Certification - No Discrepancies" form if there are no discrepancies found between the 834 file and the CCO's current Member information.
 - Paragraph b (2) instructs the CCO to use OHA's "Enrollment Reconciliation Certification – Discrepancies Found" form if there are discrepancies found between the 834 file and the CCO's current Member information.

OHA has consolidated the two Enrollment reconciliation certification forms into single form. The [new form](#) requires the CCO to use a checkbox to indicate whether discrepancies have been found.

In addition, OHA has updated the Coordinated Care Organization Enrollment Reconciliation and Discrepancy [Reporting Guide](#) as well as the [Excel template](#) used for submitting identified discrepancies. The new form, updated guide, and updated template are available on the CCO Contract Forms [webpage](#).

CCOs are encouraged to use the new form and updated template as soon as possible. Use of the new form and updated template is required effective with the Enrollment reconciliation certification for the month ending June 30, 2025; the previous versions will not be accepted.

Questions?

If you have general questions about this communication, please contact Cheryl Henning, CCO Contracts Administrator, at Cheryl.L.Henning@oha.oregon.gov.

If you have questions about Enrollment reconciliation, please send them to Enrollment.Reconciliation@odhsoha.oregon.gov.

Thank you for your continued support of OHP and the services you provide to our members.