

ScreenWise Enrollment & Data Reporting Requirements for Enrolling Providers



1). Establish patient eligibility prior to enrolling patients into the program for procedures necessary to rule out cancer in accordance with the eligibility guidelines located on the [ScreenWise Website](#).

2). Evaluate the entire ScreenWise Packet for legibility and completion prior to submission. **Incomplete or illegible forms will be denied and returned.**

Fillable forms are located on the [ScreenWise Website](#).

- Enrollments are **due within 5 days of enrollment**
- Result Forms are due when results are known
- Final Outcome Form is only necessary if additional diagnostics were necessary to rule out cancer and when final diagnosis is known

3). Report screening results and final diagnoses for ALL patients enrolled into the program. This includes patients that are lost to follow-up, decline recommended services, or end up establishing insurance coverage that covers follow-up procedures.

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

5). Send all patient documents using the [State of Oregon secure e-mail portal](#) to maintain HIPAA compliance. Always use generic subject lines, such as clinic site name and form type, with no identifying patient information.

6). ScreenWise does not confirm enrollment but will notify the clinic when the patient does not quality. 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 16th of each month, with missing results for all enrolled patients. This is meant to be a reminder and is not a substitution for submitting results 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, please contact ScreenWise at 971-673-1060 or e-mail ScreenWise.Info@dhsoha.oregon.gov.

8). Eligibility, form completion and submission questions, contact Laura Hunsinger at laura.p.hunsinger@oha.oregon.gov or 503-580-0652.