

Diana Norton

**Authorized Signature**

**Number:** APD-AR-12-041

**Issue Date:** 10/4/2012

**Topic:** Provider Information

**Due Date:**

**Subject:** Change of Ownership - Menlo Park Health Care

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

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

**Action Required:** The following facility has a change in ownership and local office staff will need to change the provider number on the MMIS plan of care for all clients residing in this facility.

Old Facility Name: Menlo Park Health Care

New Facility Name: Prestige Care and Rehabilitation of Menlo Park

Facility Address: 745 NE 122<sup>nd</sup> Ave, Portland, OR 97230

Mailing Address: 745 NE 122<sup>nd</sup> Ave, Portland, OR 97230

Old Provider Number: 800033, end effective date for this number is 09/30/2012

New Provider Number: 500648667, start effective date for this number is 010/01/2012

The effective date of this change is: October 1, 2012

Following are steps to update POC with the new provider number; for technical assistance with MMIS changes, please refer to: <http://www.dhs.state.or.us/spd/tools/mmis/index.htm>

1. Update the Service Plan in ACCESS
  - End old service plan with the end effective date
  - Create new service plan with new provider number and new effective date.  
(The plan end-date remains the same.)
2. Integrate with a change; Need Resource must also be changed to the new provider #.
3. Live update UCMS
4. Perform the following actions in MMIS:

- POC/Search with client prime number
- Select current POC line item
- End the current POC with end-date (on the Line Item NOT Base Info); then save.
- Select the same line item; use the “Add” button on the line item.

**Reason for Action:** The listed facility has new ownership and as a result a new provider number has been issued. Staff will need to update all client records due to this provider number change.

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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