

Administrative Examinations and Reports Provider Guide

Use this guide as a supplement to the Administrative Medical Examinations and Reports (Admin Exam) Oregon Administrative Rules (Chapter 410 Division 150). See [the current OARs](#) for official policies regarding billing.

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Billing

Under the Administrative Examination program, DMAP only reimburses [enrolled DMAP providers](#) for the specific services requested by DHS/OHA staff using the [DMAP 729](#) (Administrative Exam Request) form.

Providers should only bill for the services listed on the DMAP 729. Do not attach the any documents, including the DMAP 729, to the claim.

- **Medical providers, ancillary service providers, licensed polygraphers, and copy services providers** must bill using the professional claim format.
- **Hospitals** must bill using the institutional claim format.
- **Billing instructions for all claim types** are available on the [OHP provider billing tips page](#).
- **For information about getting started with electronic billing**, go to the [Electronic Business Practices Web page](#).

Primary diagnosis code

For dates of service on or before September 30, 2015, enter V68.89 (encounters for other specified administrative purpose) as the primary diagnosis.

For dates of service on or after October 1, 2015, enter Z02.89

Place of service.

On professional claims, enter “11” for the place service was provided.

Procedure and revenue codes

Only use the procedure and/or revenue code(s) entered on the DMAP 729 form(s) received from DHS/OHA.

Claim status and adjustments

For information about the paper remittance advice and other ways to get claim status information via the Provider Web Portal, Automated Voice Response or EDI 835 (Electronic Remittance Advice), go to the [OHP remittance advice page](#).

For information about how to adjust a claim, refer to the [Claim Adjustment Handbook](#).

Where to send administrative examination reports

Send the completed administrative examination and/or reports to the DHS branch office listed on the DMAP 729. Do not send them to DMAP.