Required documents for enrollments:

- For an individual rendering provider:
    - Completed and signed copy of OHA 3975 form
      https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3975.pdf
- For a billing provider, facility, organization
    - Completed and signed copy of OHA 3975 form
      https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3975.pdf
    - Completed and signed copy of OHA 3974 form
      https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/de3974.pdf
    - Current, signed W9
   - Copy of **current** facility/organization license

Provider Enrollment requests can be sent to Ayin via:

- Fax to 503-315-4138, this will create a ticket, but please include an email address and other contact information to enable correspondence between Ayin and the provider's office
- Email to map.enrollment@phtech.com, you will receive an email confirmation containing the ticket number as well as a link to the ticket.

Enrollment requests could also be submitted via Ayin's Help Center Portal, Zendesk https://help.ayin.com/hc/en-us This method helps the submitter to provide all of the needed information and cuts down on the need for Ayin to request additional information.
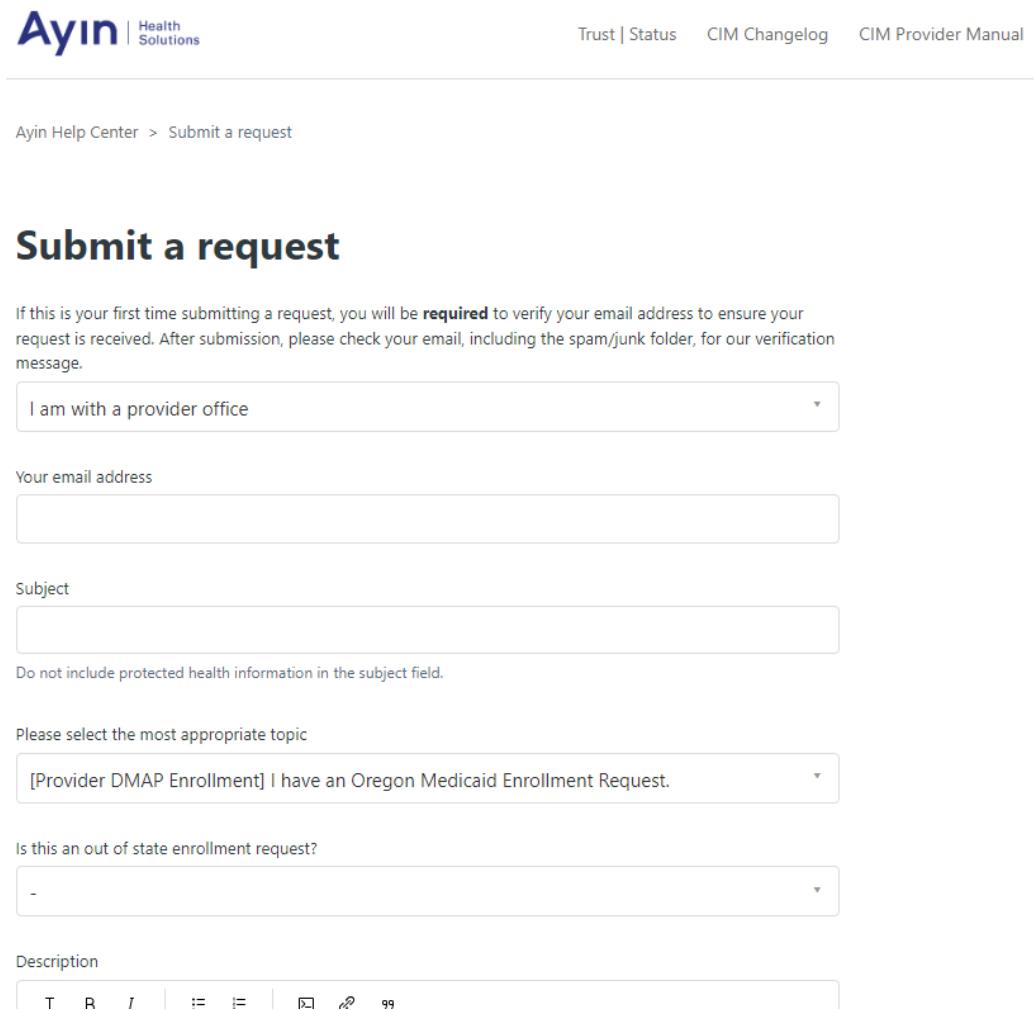
1. From Help Center page, click on the tile "Submit a request"
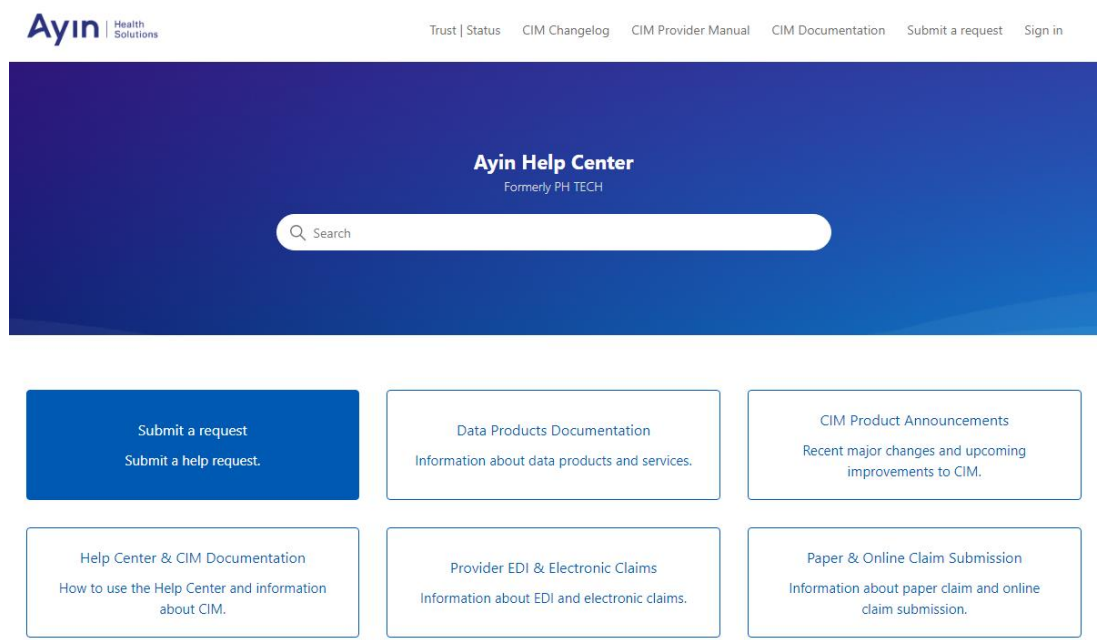
2. Select "I am with a provider office." This will make sure the correct option will populate on the form.

Ayin | Health Solutions

Trust | Status   CIM Changelog   CIM Provider Manual   CIM Documentation   Submit a request   Sign in

Ayin Help Center > Submit a request

Q Search

Submit a request

Submit a help request.

I am with a provider office

I am with a health plan

I am a broker or agent
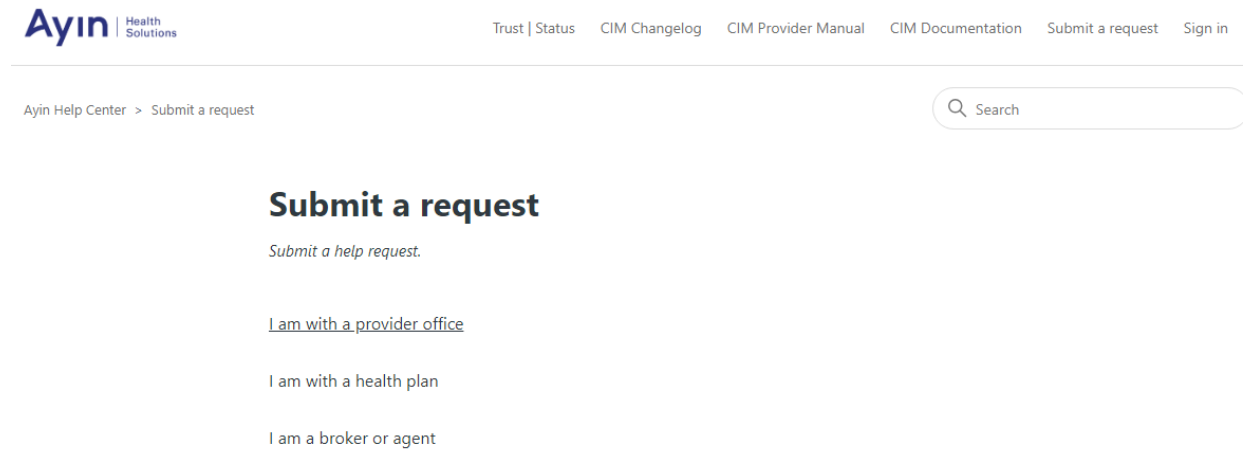
3. Select "Submit a request"
4. Complete each field of the request form, making sure to select "[Provider DMAP Enrollment] I have an Oregon Medicaid Enrollment Request" as the topic. When form is complete, click Submit

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Ayin Help Center > Submit a request

Submit a request

If this is your first time submitting a request, you will be **required** to verify your email address to ensure your request is received. After submission, please check your email, including the spam/junk folder, for our verification message.

| I am with a provider office | ▾ |

Your email address

[   ]

Subject

[   ]

Do not include protected health information in the subject field.

Please select the most appropriate topic

| [Provider DMAP Enrollment] I have an Oregon Medicaid Enrollment Request. | ▾ |

Is this an out of state enrollment request?

| - | ▾ |

Description

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5. You will receive an email containing the ticket number as well as a link to view and/or add additional information/documentation to the ticket. The submitter can also add documentation and comments by replying to the automated ticket email. To view the tickets, including any messages/requests/updates from Ayin staff related to the processing of the request, requires the submitter to create a login.
    a. To sign in or create a login, go to https://help.ayin.com/hc/en-us and click "Sign in" in the upper right corner of the screen.
        i.   If the user has submitted a ticket but has not signed into the Help Center before, select "Get a password"
        ii. If the user has not submitted a ticket before, select "Sign up"