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# OPR ELECTRONIC SUBMISSIONS USER REGISTRATION PROCESS

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The Oregon POLST Registry (OPR) allows for electronic submission of POLST documentation (eSubmit). Electronically completed or compiled POLST data may be electronically submitted by any system that has a means for collection of electronic POLST forms and/or data.

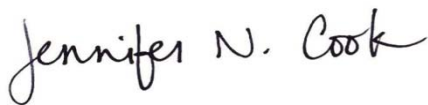
Once eSubmit protocols are in place an organization will no longer need submit POLST forms by any other method. ESubmit agreements are valid until one party revokes the agreement.

In order to establish an eSubmit agreement, certain technical standards must be met, reviewed, and tested. Once the testing process is completed, the OPR will send the final approval to initiate transfer of active patient POLST forms and variables. Attached is a copy of the technical specifications and eSubmit approval process.

If you have any questions during this process, please contact the OPR Project Liaison at [polstreg@ohsu.edu](mailto:polstreg@ohsu.edu)

Thank you for your interesting in establishing an eSubmit process. We, at the OPR, look forward to working with you, and welcome the opportunity to find new and innovative ways to meet your needs, and the needs of those you serve.

Respectfully & on behalf of the OPR team,



Jennifer N. Cook, Oregon POLST Registry Liaison  
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f. 503-418-2161  
e. [polstreg@ohsu.edu](mailto:polstreg@ohsu.edu)  
[www.orpostregistry.org](http://www.orpostregistry.org)

## STEPS TO ELECTRONIC SUBMISSION APPROVAL

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1. Fill out the eSubmit Initiation document
2. Certify your system meets the technical specifications outlined in the “eSubmit Technical Specifications” document
  - a. Compile and submit a list of clinics/offices/institutions/locations within your organization
3. Open a sFTP portal with OPR
4. Send a test file with no real orders, PHI, or other patient information
5. Pilot testing phase
  - a. For 2 weeks concurrently fax & send eSubmit files.

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*This process allows the OPR to confirm we are receiving all expected POLST form files via eSubmit, AND to confirm that orders being sent home with a patient are IDENTICAL to those in the eSubmit file.*

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6. Receive eSubmit process approval from the OPR.

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### DOCUMENT DEFINITIONS DICTIONARY

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Term	Definition
<b>ePOLST</b>	An electronic POLST form
<b>eSubmit</b>	The electronic process for submitting POLST forms to the OPR
<b>Flat File</b>	Data file that contains delineated fields (for example : an excel spreadsheet is a flat file)
<b>Independent ePOLST form System</b>	Any ePOLST form system developed privately by an agency, or from a source other than the OHSU Center for Ethics in Healthcare
<b>OPR</b>	Oregon POLST Registry
<b>sFTP</b>	Secure File Transfer Protocol
<b>EHR</b>	Electronic Health Record

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# ESUBMIT INITIATION REQUEST

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Welcome to the eSubmit process. The Oregon POLST Registry is excited to initiate this process with you. All information requested below is required. Please direct any questions to Jenny Cook, OPR Liaison at [polstreg@ohsu.edu](mailto:polstreg@ohsu.edu); p. 877-367-7657

**Organization:** \_\_\_\_\_

**Administrative Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**IT Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Do you use:**

- Independently developed ePOLST form system
- Electronic storage of POLST form images only

**Date you began using system indicated above\*:** \_\_\_\_\_

*If you are still in the process of installing/approving the system above, indicate the approximate date you expect to roll-out/initiate live use of the system.*

***YOUR REQUEST WILL BE REVIEWED, AND OPR STAFF WILL CONTACT YOU WITHIN 10 BUSINESS DAYS WITH MORE INFORMATION ON THE ESUBMIT PROCESS.***