

## Ambulatory Surgery Center (ASC) Form-R Request for Exemptions, Extensions and Waivers

Ambulatory surgical centers may submit requests to the Office for Oregon Health Policy and Research (OHPR) for exemptions, extensions and waivers from the health care facility utilization data submission requirements as authorized under Oregon Revised Statute 442.120 and detailed in Oregon Administrative Rule 409-022-0010 through 409-022-080. These requests must be made in writing and contain the information included on the ASC Form-R. Additional documents should be provided to support the request, if applicable. All requests will be reviewed by OHPR management. Notification will be provided by certified mail and through the preferred method of contact provided in ASC Form-R.

According to OAR 409-022-0080, OHPR may grant **exemptions** for the following:

1. An ambulatory surgical facility exemption.
  - This circumstance might be that an ASC makes no effort to collect from any patient for service.
2. Reportable data element exemption.
  - Each data element exemption request must be made separately.
3. Submission media exemption.
  - This allows variation in the submission media.

According to OAR 409-022-0080, OHPR may grant **extensions** for the following:

1. Submittal schedule extension.
  - An ASC must document that technical or unforeseen difficulty prevents compliance.

According to OAR 409-022-0080, OHPR may grant **waivers** for the following:

1. Submission format waiver.
  - This allows for variation in the submission format. Each request must state an alternative transfer electronic media, its format, and the record layout for the discharge data records. Granting of this waiver is dependent on OHPR's ability to process the submittal media and format with available computer resource.

Requests for exemptions and waivers must be made **60 calendar days prior to submission deadline** and may be granted for a maximum of one calendar year. Requests for extensions must be made **ten working days prior to submission deadline** and may be granted for a maximum of 30 calendar days. Data submission deadlines for 2008 calendar year data are as follows:

<b>Data Submission Deadline</b>	<b>Exemption &amp; Waiver Submission Deadline</b>	<b>Extension Submission Deadline</b>
May, 30 2008 (1 <sup>st</sup> quarter)	March 31, 2008	May 20, 2008
August 29, 2008 (2 <sup>nd</sup> quarter)	July 5, 2008	August 20, 2008
November 28, 2008 (3 <sup>rd</sup> quarter)	September 27, 2008	November 20, 2008
March 2, 2009 (4 <sup>th</sup> quarter)	December 30, 2008	February 20, 2009

Please check one box corresponding to request sought. You must submit a separate form for each request:

- Ambulatory surgical facility exemption     Reportable data element exemption  
 Submission media exemption                 Submittal schedule extension  
 Submission format waiver

<b>ASC Name:</b>		<b>NPI:</b>	
<b>Mailing Address:</b>			
<b>Contact Name:</b>		<b>Contact Phone:</b>	
<b>Date submitted:*</b>	<b>Date for start of requested action:*</b>	<b>Date for end of requested action:</b>	
<b>Description of relief sought (include specific reference to section(s) of the rule):</b>			
<b>Facts or reasons in support of request:</b>			
<b>Proposed alternative to requirement:</b>			
<b>Preferred Method of Contact:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail (Please indicate if different than above or if email is your choice of contact)			
<b>Signature:</b>		<b>Date:</b>	

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Please save this form to your desktop, type all information directly into the form, save, and email completed form to:

[Erica.Hedberg@state.or.us](mailto:Erica.Hedberg@state.or.us)

This is OHPR's preferred method of submission. You may also mail or fax your typed form to:

Erica Hedberg  
Oregon Health Policy and Research  
1225 Ferry St SE, 1<sup>st</sup> Floor  
Salem, OR 97301  
Fax: 503-378-5511

If you have any questions please call Erica Hedberg at 503-373-2287.