

Request for Governor’s Healthcare Shortage Area Designation



Name of Clinic considering RHC certification and requesting certification of Governor's Healthcare Shortage Area:

Address of Clinic for Certification: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Steps to follow:

1. Please contact Emerson Ong at the Office of Rural Health at ong@ohsu.edu to determine the ZIP Codes that are in your Primary Care Service Area.
2. Locally determine the physicians in your Primary Care Service Area (not just those in your clinic) and provide their names and FTE on the matrix below. This is important as it determines your eligibility if your clinic will not be located in a frontier county.
3. Please send completed form to the Oregon Office of Rural Health in care of Emerson Ong at ong@ohsu.edu and to the Primary Care Office in care of Neelam Gupta at Neelam.Gupta@oha.oregon.gov, and Liza Root at Liza.Root@odhsoha.oregon.gov

Matrix for reporting physician FTE in a service area

Name	Practice Address	FTE(or hours)in direct patient care

TOTAL:

For office use only:

___ **Level 1:** The primary care service area is within a frontier county.

___ **Level 2:** The primary care service area does not meet the level one criterion, but the area has a population-to-physician ratio equal to or greater than 2,400:1 (where the physician full time equivalency (FTE) is calculated with one physician FTE subtracted).

___ **Level 3:** The primary care service area does not meet the level one or level two criteria, but the service area:

___ The area has a population-to-physician ratio equal to or greater than 1500:1 (where the physician FTE is calculated with one physician FTE subtracted); **and**

___ At least two of the following three conditions are met:

___ The service area is defined by the Office of Rural Health as an Area of Unmet Health Care Need;

___ The area contains a population of people age 65 and older that is at least 20% greater than the rate of the State of Oregon;

___ The area contains a population with incomes at or below 200% federal poverty level that is 30% or higher than the rate of the State of Oregon.

The Oregon Office of Rural Health and Oregon Office of Primary Care affirm that the above named clinic is located in an area that meets the Governor's Healthcare Shortage Area Designation Criteria.

ORH Signature: _____ Date: _____

PCO Signature: _____ Date: _____

Date Submitted to HRSA: _____

Date Approved: _____

Process for Seeking HRSA Approval for Governor's Healthcare Shortage Designation

STEP ONE: Requesting entities can submit Requests for Review of Qualification pursuant to the Governor's Certification Criteria ("Request for Qualification") to either the Primary Care Office (PCO) or the Office of Rural Health.

STEP TWO: Both the Primary Care Office and the Office of Rural Health ("the Offices") will jointly review each Request for Qualification on an individual basis to determine whether the request meets the Governor's Certification Criteria. To support this work, the Office of Rural Health will be responsible for producing a map on an annual basis that identifies areas in the state that meet the selected criteria for a state based certification.

STEP THREE: If the Offices determine that a Request for Qualification meets the Governor's Certification Criteria, the PCO will submit a summary of their analysis to Bureau of Health Workforce (BHW) for approval.

STEP FOUR: BHW will then review the analysis and confirm that the request meets the Governor's Certification Criteria.

STEP FIVE: BHW will then notify the PCO of its decision. The PCO will then notify the Office of Rural Health (which will then notify the requesting entity) and the Oregon Department of Human Services, State Public Health Office, Health Care Licensure and Certification Section.

STEP SIX: With the BHW approval in hand, the requesting entity is then eligible to apply to the Oregon Department of Human Services, State Public Health Office, Health Care Licensure and Certification Section for certification as a Rural Health Clinic (RHC).