OPR
portable orders for life-sustaining treatment
Oregon POLST®Registry

Oregon POLST Registry FAQs
*Hospital HIM Departments
and Clinic Support Staff*

What is the Oregon POLST Registry?
The Registry is a secure electronic record of a patient's POLST orders. The Registry allows emergency health care professionals treating a patient to access POLST orders *if* the original POLST form cannot be found. Information in the Registry is protected and confidential.

How do we submit forms to the Registry?
- Fax or mail* a copy of the patient's current POLST form (front and back) to the Registry office, please include a coversheet. **Registry fax: 503-418-2161**. If you would like to submit forms through an electronic submission process contact the Registry business office for more information.
  If your office is going to be mailing forms please do not use staples.

What information is required for the POLST form to be entered into the Registry?
- The patient's full name
- Date of birth
- At least one order section must be completed for entry into the Registry **
- A physician/NP/PA/ND signature*
- Date signed

"Signed" means a physical signature, electronic signature or verbal order documented per standard medical practice. Refer to OAR 333-270-0030.
**The Registry cannot accept POLST forms marked "Resuscitate" (Section A) and "Comfort Measures Only" (Section B). These orders cannot be interpreted by EMS. Additional information can be found in the Oregon POLST Program's, Guidance for Oregon's Health Care Professionals.*

Do all POLST forms need to be submitted?
No. Only POLST forms signed within the past 10 years are required to be submitted (unless the patient wishes to opt-out). Forms signed more than 10 years ago will not be valid to be entered into the Registry. 2011 and newer versions of the POLST form remain valid. Any time an underlined updated POLST form is received for a patient it should be submitted to the Registry.

Why are forms being faxed back?
Forms that have missing or illegible information that prevent them from being entered into the Registry are faxed back to the sender for clarification. The most common reasons for a form to be faxed back are missing or illegible physician/NP/PA/ND signature and/or date of signature.

What is the POLST Registry ID?
It is a unique identifier assigned to a patient. You may see this ID printed on a magnet or sticker (example magnet on right). You can request this ID along with any POLST forms your office submits. We recommend including this ID in the patient's chart for reference when contacting the Registry.

Oregon POLST Registry
OR00000
Patient Name
OPR
Oregon POLST® Registry

Can my office request a copy of a POLST form from the Registry?
Yes! The Registry business office is happy to provide copies of registered POLST forms to health care providers and hospital HIM departments. To request a copy of a POLST form, simply call the business office, and fax the required documentation indicating the patient is in the care of your institution. A Registry staff member will then fax a copy of the requested POLST to your secure fax within 1 business day. *Large requests may require additional time.*

How do I contact the Oregon POLST Registry?
Phone: (503) 418-4083 | Toll free: (877) 367-7657 |Fax: (503) 418-2161| polstreg@ohsu.edu
www.orpolstregistry.org | 3181 SW Sam Jackson Park Rd. BTE234 | Portland, OR 97239