

Oregon Reproductive Health Coordinator Description

The State of Oregon Reproductive Health Program requires every agency to designate one staff member as the Reproductive Health Coordinator (RHC). This person is the primary point of contact between state Program staff and their agency, including all clinic sites and subcontractors.

An agency may change their RH Coordinator at any time by contacting the Provider Liaison at the State Reproductive Health Program at (971) 673-0227.

<i>Roles & Responsibilities</i>	
ALL RHCs	<ul style="list-style-type: none"> ✓ Have an understanding of all aspects of the RH Program and how they are operationalized within the clinic, including client enrollment, clinical services, billing/data submission, etc.; ✓ Respond to requests for information from the RH Program in a timely manner; ✓ Update the RH Program with any changes in clinics or key personnel (e.g., address changes, closures, change in CCare biller, etc.); ✓ Ensure personnel at all clinic sites (including subcontractor sites) understand and implement Program requirements, policies & procedures; ✓ Request trainings from the RH Program as needed; ✓ Ensure clinic staff follow-up with clients suspended or terminated for citizenship discrepancies or income discrepancies; ✓ Stay up-to-date on RH Program news by reading all RH Program communications; ✓ Communicate pertinent Program updates and information to <u>all</u> relevant personnel at all clinic sites (including subcontractor sites); ✓ Attend the annual Reproductive Health Coordinators' Meeting, and other trainings and meetings provided by the RH Program; ✓ Ensure Program compliance at all clinic sites.
RHCs at Title X Agencies	<ul style="list-style-type: none"> ✓ Serve as the agency's liaison during Title X Triennial Reviews; ✓ Ensure any findings resulting from the Triennial Review are addressed and corrected; ✓ Keep clinical protocols up-to-date with revisions when notified by the state RH Program.

Oregon Reproductive Health Coordinators' Calendar of Responsibilities

The calendar below lists events and tasks Reproductive Health Coordinators are expected to attend or complete by month. Days of events or due dates may change year-to-year. Please contact the Reproductive Health Provider Liaison at (971) 673-0227 with questions.

<p style="text-align: center;">JANUARY</p> <p>Annual Request for Information (aka: January Mailing) FPAR Data Review (Title X Only) RHC Webinar</p>	<p style="text-align: center;">FEBRUARY</p>	<p style="text-align: center;">MARCH</p>
<p style="text-align: center;">APRIL</p> <p>OPA Survey (Title X Only) RHC Webinar</p>	<p style="text-align: center;">MAY</p> <p>340B Recertification (Title X Only)</p>	<p style="text-align: center;">JUNE</p> <p>Annual Plan</p>
<p style="text-align: center;">JULY</p> <p>Request for Information Update RHC Webinar</p>	<p style="text-align: center;">AUGUST</p> <p>Annual Plan Final Report</p>	<p style="text-align: center;">SEPTEMBER</p>
<p style="text-align: center;">OCTOBER</p> <p>RHC Meeting</p>	<p style="text-align: center;">NOVEMBER</p>	<p style="text-align: center;">DECEMBER</p>

Every Month:

Submit Title X data/CCare claims before the week of the 15th
Submit NVRA #s on the 15th