

What is the Oregon POLST Registry?

The Registry stores a secure electronic record of a patient's POLST orders. The Registry allows 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 I submit a POLST form to the Registry?

- Fax or mail a copy of the patient's current POLST form (front and back) to the Registry office.

Fax: (503) 418 – 2161

Mail: 3181 SW Sam Jackson Rd

Mail Code: BTE234

Portland, OR 97239



Should I include a fax cover sheet?

Yes! Fax cover sheets can be found on the POLST Registry website, or you may use your own. The Registry will fax POLST Registry IDs back to you if you include certain fields on your cover sheet. Contact us for more information.

What information is required on the POLST form for it 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 I have to submit POLST forms I sign to the Registry?

Yes. In 2009 a law went into effect stating that a signer or their designee must submit completed forms. However, a patient may choose to opt-out of the Registry by checking the opt-out box on any form version produced in 2009 or later. If the form does not have an opt-out box, write "Registry opt out" on the front of the form and do not send it to the Registry. If the patient does not opt out, their POLST form must be submitted to the Registry.

What if my patient's POLST orders change?

If POLST orders change or are revoked, contact the Registry business office at (877) 367-7657 to update the patient's record. Complete a new POLST reflecting updated orders and submit per usual practice.

How will my patient know their POLST is in the Registry?

Patients who provide their address receive a confirmation letter packet with Registry ID stickers, and a magnet. Registrants are encouraged to provide a Registry ID sticker to their PCP.

What is the POLST Registry ID?

It is a unique identifier assigned to a patient. Please put this ID on your copy of the patient's POLST form and reference it when contacting the Registry.

Oregon POLST Registry

OR0000

Patient Name
POLST

Can my office request a copy of a POLST form from the Registry?

Yes! The Registry business office is happy to provide health care providers copies of registered POLST forms. To request a copy of the POLST form simply call the business office, and fax the required documentation indicating the patient is in your care. 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