Oregon POLST Registry eSubmit FAQs

What is eSubmit?

eSubmit is a process by which pdf copies of POLST forms are securely submitted to the Registry through a file transfer protocol. Simply put, you drop pdf files into a folder on the OHSU Secure Transport website and they are automatically and securely picked up and transferred to the Registry!

What are the benefits of eSubmit?

- Faster submission to the Registry.
- Reduction in errors – *No more bad faxes!*
- No more printing and faxing paper copies.
- Sender information is known, so any needed follow-up can be performed, and all your submissions will be credited to your organization.

What are the requirements?

- Your institution must approve of the use of secure file transfer protocol (SFTP).
- Files must be in PDF form.
- 1 form per file only.
- Your institution's name and date of submission included in each file name.
  - Coversheets not required with eSubmit!

How will I know forms have been received?

For the first two weeks, we will confirm all files submitted through the eSubmit portal. Please compare our confirmations with what you have sent to ensure there are no issues.

How do I get started?

Complete the OPR Electronic Submission User Agreement form and email it to polstreg@ohsu.edu.

How quickly can get set-up with eSubmit?

Please allow 2-4 weeks for SFTP set-up.

Who do I contact if I have issues with SFTP?

If you have trouble logging into the SFTP website please contact OHSU ITG at 503-494-2222.

Additional questions? Contact us at:

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