

Health-Related Services: Hotel Request Checklist



Please refer to *HRSF Flex Services Funding Request Instructions* on how to fill out this form.

If you are in need of an air conditioner, air purifier, heater, medication refrigerator or generator please see our *Climate Device Request Form*.

Hotel logistics checklist

Please use the below checklist to ensure Columbia Pacific CCO's health-related services team has all the necessary information to book your hotel.

Fax completed forms to: ATTN: HRSFlex at 503-416-4728

Health-related services phone line: 503-488-2822 or 855-722-8206 or TTY 711

Your name: _____

Name on the reservation: _____

Was a vacancy confirmed? Yes No

If yes, what date was it confirmed? _____

Hotel/motel name: _____

Hotel/motel address: _____

Hotel/motel phone number: _____

Check-in date (mm/dd/yyyy): _____

Estimated number of days needed:

7 nights 14 nights 28 nights Other _____

Please note, the maximum number of days that can be booked is 28 days per request. Please read the hotel instructions for more information if an extension is needed.

Do you have ADA accessibility needs? Yes No If yes, please detail what the needs are:

Do you have any pets or service animals? Yes No

If yes, list type and number of animals, and indicate if they are service animals:

Continued next page ►

Health-Related Services: Hotel Requestst

Will the hotel accept animals? Yes No Unknown

How many total people will be staying in the room with you/the member? Write 1 if just you/the member. If there are more than four people on the reservation an additional room will need to be reserved.

Will there be any children? Yes No

Please list all other guests who will be staying with you/the member and describe their relationship to you/the member. If there are children under 18, please list their ages.

How many beds are needed, and what size? _____

Do you have a government-issued ID card? Yes No

Please note, not having an ID card will limit hotel options.

Do you need a smoking room? Yes No

Does the selected hotel have smoking rooms available? Yes No

You can get this in other languages, large print, braille or a format you prefer. You can also ask for an interpreter. This help is free. Call 855-722-8206 or TTY 711. We accept relay calls.

OHP-CPC-24-3712

315 SW Fifth Ave, Portland, OR 97204 | 855-722-8206 | TTY 711 | colpachealth.org