



## DEPARTMENT OF HEALTH & HUMAN SERVICES

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Public Health Service  
Oklahoma City Area  
Clinton Service Unit

Clinton Indian Health Center  
El Reno Indian Health Center  
Watonga Indian Health Center

In an effort to **exceed the needs** of our patients we are now making registration forms more readily available. This will enable patients to establish eligibility or update their information through the mail upon a patient's request. Upon doing so, please note the following:

- Patient's eligibility for services must be proven and accepted. If a patient does not provide adequate proof of eligibility, the patient's classification will be non-Indian and/or "ineligible" until such proof has been provided. It is the responsibility of these individuals to provide the necessary eligibility information to receive ongoing services.
- All patients must be registered in the RPMS Patient Registration application before an appointment will be created or care is rendered, with the exception of emergency services. On subsequent encounters, each patient's demographic and third party information must be updated.

The forms required for new chart processing may be provided upon request through the mail and can also be found on our website at <https://www.ihs.gov/oklahomacity/healthcarefacilities/>; please click the link provided under 'Information for Patients'.

For New Patients:

Please complete the following forms:

- Certification of Original Document Copies
- New Chart Application
- Receipt of Privacy Practices
- Advance Directive Policy Confirmation
- *If you have health insurance:* Private Insurance Assignment of Benefits
- *If you are a Medicare beneficiary:* Medicare Assignment of Benefits & Authorization to Bill
- *If you have private health insurance and Medicare:* Medicare Secondary Payer Questionnaire
- Text Message Reminder
- Verification of Residency

Once all information necessary to complete the chart are appropriately obtained, you will receive a letter stating the completion of your chart including your new chart number within our system or if any further documentation is needed to finalize your new chart. Once the confirmation letter is received you are approved to call to schedule an appointment for services within the Clinton Service Unit.

If you would like to come in to create your new chart, please call (580) 331-3300 to schedule your appointment.

Thank you for choosing the Clinton Service Unit for your health care needs!