



OCT 4 2018

Dear Tribal Leader:

I am pleased to announce a new, automated tool for electronically submitting Catastrophic Health Emergency Fund (CHEF) requests.

The Indian Health Service (IHS) Director's Workgroup on Improving Purchased/Referred Care (PRC) (PRC Workgroup) recommended that the IHS enhance PRC data requirements to align with current technology and streamline documentation required for a CHEF case to be considered complete for reimbursement. IHS staff have been working collaboratively to design an automated paperless process to enhance the workflow associated with CHEF case processing.

We will begin implementing the CHEF Online Tool (TOOL) on Tuesday, November 13, 2018. Key features of the TOOL are as follows: 1) automatic identification of potential cases; 2) an interactive worksheet that provides "what if" case analysis to optimize reimbursement outcomes; 3) multiple checks and balances to ensure accurate case summary completion (including checks for possible duplicate case submissions); 4) ability to recognize multiple file formats when uploading supporting documentation; 5) supports multi-person case management; 6) provides automatic routing of approval requests from the PRC Program, through the Area Office, to the Headquarters CHEF Manager; and 7) real-time case assignment allows all cases to be presented for review on a First-In/First-Out basis.

I would like to strongly encourage you to widely share the enclosed training schedule. The target audience for this training is PRC staff and managers. The 3-hour training will provide a live demonstration of the TOOL via Adobe Connect, followed by a question and answer session. The audio portion of the training will be available online at <https://www.ihs.gov/prc/>.

For additional information on the TOOL or Webinar training, please directly contact Ms. Terri Schmidt, Director, Division of Contract Care, IHS, by telephone at (301) 443-2694 or by e-mail at terri.schmidt@ihs.gov.

Sincerely,

/Michael D. Weahkee/

RADM Michael D. Weahkee, MBA, MHSA
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Enclosure: CHEF Online Tool Training Schedule