



DEPARTMENT OF HEALTH & HUMAN SERVICES

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, a chart will not be established until such proof is 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 (If requesting a chart via mail)
- New Chart Application
- Receipt of Privacy Practices
- Advance Directive Policy Confirmation (Do you have an active Living Will?)
- *If you have health insurance:* Insurance Assignment of Benefits (please attach a front/back copy of the insurance card)
- *If you have private health insurance and Medicare:* Medicare Secondary Payer Questionnaire
- Text Message Reminder
- Proof of Residency (Gas/Electric bill or lease agreement that displays your name and physical address.) If no utilities are in your name, a notarized Verification of Residency letter is required and must be signed by both the patient and the person you live with in front of a public notary. The utility bill of the person with whom you reside must be attached noting their name and physical address.

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!