



LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
CONTRACT HEALTH SERVICES
7500 ODAWA CIRCLE, HARBOR SPRINGS, MI 49740
TELEPHONE (231)242-1600 FAX (231)2421617

For Contract Health Services to make payments on your behalf for health care services you must:

1. Be an enrolled member of Little Traverse Bay Bands of Odawa Indians or Descendant of an Enrolled Member.
2. Live within the Contract Health Service Delivery Area (CHSDA).
3. Register for Contract Health Service (CHS) Benefits. This includes providing our office with proof of your insurance(s), or if you have no insurance you must apply for Medicaid through the Michigan Department of Human Services (DHS) and provide this office with a copy of your Medicaid card or Denial Letter. You must apply for Medicaid every year. You will be asked to update your file once every (12) months. When calling for services a member of our Health Staff will ask if there are any changes or updates that need to be made to your file.

The following documents must also be submitted:

- **Patient Registration Form**
 - **Tribal Identification or Proof of Descendancy, i.e. Birth Certificate and Marriage License**
 - **Copy of Driver's License or other Identification Card**
 - **Two Proofs of Residency**
 - **Proof of Insurance or Letter of Denial**
 - **Copy of Social Security Card (optional)**
4. Little Traverse Bay Bands of Odawa Indians Health Clinic must be used for all health care appointments. Clinic hours are Monday through Friday 9:00am to 5:00pm. A Physician or Physician Assistant will be available during these hours. All Elders are now required to use the Health Clinic.
 5. Contract Health Services is restricted to cover medical services after all other resources have been exhausted. If health insurance is available through employment, you must obtain that insurance to be eligible for contract Health Services.
 6. CHS cannot pay for health services without prior authorization.
 - **Authorization must be obtained from CHS for all medical, optical or dental services at least twenty-four hours before The scheduled appointment.**
 - **You must seek separate authorization for all follow-up appointments, x-rays and all lab work. All Prescriptions need to have prior authorization.**
 - **Additional treatment ordered by a Specialty Physician needs to be submitted to the Managed Care team for review.**
 - **Seek authorization within seventy-two hours of the start of emergency or urgent care. Elders or disabled clients have 30 days to notify our office of emergency care.**
 7. Contract Health Service payment is limited by medical priorities. Some treatments and procedures are not eligible for payment. We have Contract Health Staff available to assist you. Please call with any questions you may have.