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For Contract Health  
Services Call

(231) 242-1600

Our receptionist will  
explain all registration  
forms and will assist you  
with any questions or  
concerns you may have.

**Little Traverse Bay Bands of  
Odawa Indians**

1250 Lears Rd

Petoskey, MI 49770

Phone: (231) 242-1600

Fax: (231) 242-1617

## CONFIDENTIALITY

Use of our services and treatment is  
completely confidential. We adhere  
to strict guidelines and laws by  
Federal and State Regulation.

A copy of our privacy practices are  
always available.

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Health Department

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## Basic Contract Health Services Information

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Health Department



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Petoskey, MI 49770  
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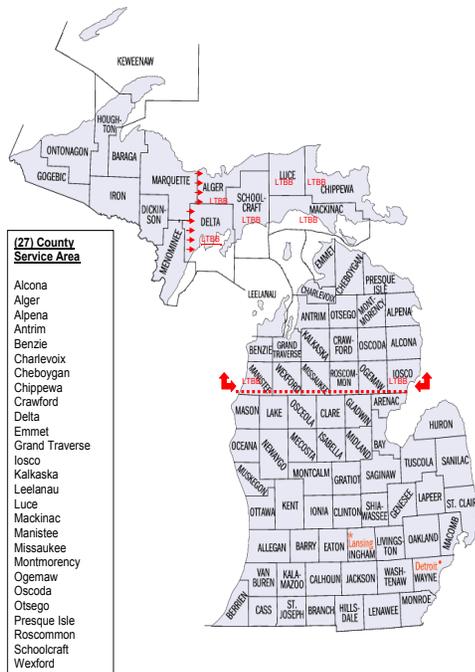
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**Contract Health Service (CHS)** is an alternate resource for health care costs for LTBB Tribal members and descendants. Indian Health Service does not guarantee that funds will always be available.

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

- Be an enrolled member of LTBB or a descendant of Little Traverse Bay Bands of Odawa Indians or a member of another federally recognized tribe and prove social or economic ties to LTBB.
- Live within the Contract Health Service Delivery Area. (CHSDA)

**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS SERVICE AREA**



## Utilization

A member must register for Contract Health Service Benefits. This includes providing our office with proof of your insurance (s), or if you do not have insurance, you must provide this office with a copy of the determination letter from your local Michigan Department of Human Services office (DHS) within 45 days of your registration. CHS and the Health and Dental Clinics provide the forms necessary to apply for Medicaid. A member has 45 days to provide CHS with their Medicaid determination from DHS but after the 45 day grace period, any referral or requests will be denied.

When calling for services a member of our Health Staff will ask if there are any updates that need to be made to your file. You will be asked to update your file once every twelve (12) months.

When registering for services the following documents must also be submitted:

- Completed and signed patient registration form.
- Tribal identification card or proof of descendency, (i.e. birth certificate and marriage license to show name change).
- Copy of driver's license, state identification, or government issued picture identification
- Second proof of residence, (i.e. utility bills, voters registration , leases, automobile registration) proof of residency must be physical address **NOT** an RV park or Post Office box
- Proof of insurance (s) or letter of determination from your local DHS office.

## Remember

Indian Health Service Contract Health Program is not an entitlement program-not everyone is eligible. Know your status before obtaining services.

## Use of Urgent Care and Emergency Room Facilities

Emergencies are defined as **“a condition that occurs suddenly and unexpectedly. This condition could result in serious bodily harm or threaten life unless treated immediately.”**

For emergencies call 911 or go immediately to your nearest emergency center. You or a family member must notify Contract Health within seventy-two (72) hours of the visit. Elders and disabled patients have up thirty (30) days to notify Contract Health. You may leave a message after business hours.

When immediate attention is needed for an urgent but non life threatening condition, services must be sought from the LTBB Health Clinic and they will determine if you can be seen here or refer you to the emergency room. If there are no openings or the Clinic is closed services can be obtained at Quick Care Walk-In Clinic at (231) 348-2828. You must still notify Contract Health if you seek urgent care services.

## Prescription Refills

All prescriptions must be called into the Contract Health Department; the Contract Health Department will then notify the pharmacy that approval has been given. The Pharmacy will not distribute any prescriptions without approval. No over the counter medications will be authorized.

## Reference Numbers

All specialty services must have prior approval from our Managed Care team. You must call CHS prior to any specialty service appointments to obtain your reference number. Your reference number is only good for that Managed Care approved appointment.

All follow-up appointments must also be approved by Managed Care. Treatment plans must be submitted after your first appointment for Managed Care approval