

Dear Tribal Members,

Unfortunately, the Health and Social Service Department has seen a rise in fraudulent claim requests. This adverse effect has increased the work load of the Department in verifying the legality of the requests, which in turn is reducing the amount of reimbursements produced for payment.

Due to this destructive fraudulent growth, the Department will no longer be accepting faxed, e-mailed, or photocopies of your claims as of January 1, 2009. All claims must be sent via the US postal service or hand delivered to the Health and Social Service Department.

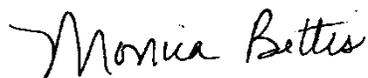
For reimbursement of expenses, attach ORIGINAL receipts only. Receipts must show the business name with date of service or purchase. DO NOT highlight or write on the receipts as they will be considered altered and will not be processed. For direct payment to vendors, attach the ORIGINAL billing statement. Make copies of all your receipts for your records, as originals will not be returned.

Include all insurance information, as the Eastern Shawnee Health and Social Service Department is not an insurance company or secondary insurance and should not be represented as one to a provider or other medical entity. If your provider has any questions, please have them contact the Department. Statements must show the name of the tribal member, name, address and telephone number of the provider, type of service received, date of service and all charges.

In order to protect the Eastern Shawnee tribal assets, you will find enclosed an Authorization for Release of Information form. Each tribal member must have this form on file before any services will be considered.

This tribally funded program seeks to provide direct supplemental assistance for school expenses, healthcare, burial assistance, utility assistance and elder/disabled care needs for all tribal members.

Respectfully Submitted

A handwritten signature in black ink that reads "Monica Bettis". The signature is written in a cursive, flowing style.

Monica Bettis
Health & Social Service Director