



SHERWOOD VALLEY RANCHERIA IHS

190 Sherwood Hill Drive, Willits CA, 95490 (707) 459-9690 Xt. 111

Stan Horstman, Community Health Representative



IHS Service Request Form

Rev 6.1.12

Normal IHS Hours 8: AM - 5: PM Monday - Friday. IHS must validate for scheduling.

Client is responsible for contacting IHS to verify appointment availability, especially if they have no reliable phone #.

Client Name: _____ **Phone #** _____ **Today's Date:** _____

Service Requested: Transport [] Home Visit [] Other: _____

Transport Request Appointment Information

Please see reverse side for Transport Request Time Guidelines

Requested Transport Date: _____ **Appointment Time** (see guidelines on back): _____

Pick Up Location: Home [] Other: _____

Destination Name & Location: _____

Is this a Dr. Referral? No [] Yes [] **If yes please list referring Dr. :** _____

.Request Notes: (IE: anyone accompanying client, possible RX after Dr. Visit)

Filled Out By IHS	Health Problem Code:	Service Code:	Request by: Phone / In Person / Other:
Notes:			

- - - - - fold and tear here - - - - -

REQUEST RECEIPT: To be filled out by IHS staff. *Tear off and leave with client.*

Requested by: _____	Date: _____	staff members only Received by: _____
Service Request Date: _____	Time: _____	Name & Location: _____

.If we are unable to schedule this request we will notify by phone within one business day;

.If client has no phone please verify by contacting us within two business days of request.

Save Tribal \$\$ Always call or txt to Cancel! (Even if short notice)

Please call or txt 354-1243 one business day before transport to confirm appointment, pick-up time and details; if no answer , always leave a message.

Thank you for looking into using our services

Transportation hours are 8: AM to 4:30 PM Monday through Friday. When our day starts we need time to clock in, check schedules & messages then get our vehicles ready; *please* keep this in mind when requesting appointments.

Transport Request Time Guidelines

Destination: (leaving from SVR *)	Appointment Times:
Willits (IE: Howard Memorial, Dr. Williams)	8:30AM to 3:30PM
CTHP (Consolidated Tribal Health Project)	8:45AM to 3:15PM
Ukiah (IE: UVMC, Dr. Chan, Dr. Spencer)	9:00AM to 3:00PM

If destination is located farther than Ukiah try for 11: AM to 1: PM appointments.

*If pickup is located further away from the destination than Sherwood Valley Rancheria, additional time must be added to the beginning pickup time and subtracted from the return time; Old-Sherwood to CTHP transport times, for example, would be 9:45AM to 2:15PM.

We appreciate the opportunity to assist you

Regular requests require 48hrs advanced notice however we will try to fit in all requests. Please be ready when we arrive- we may have other services scheduled so pick up times can vary and we may not have the ability to wait; SVR transportation policy states no more than 5 minutes. Because of scheduling, RX or other stops may not be accomplishable during scheduled transport.

Please ask about screening! Diabetes and Hypertension screening is always free and can be done in home, office and before during or after a transport. Get screened now and get screened often!

Good communication is very important! Questions? Please call Stan Horstman, CHR @ 707 354-1243. This is the primary contact and message number. Please leave a detailed message including a way to get back in touch with you. Thank you!