**How to Apply for RHC in Indiana**

The first step is to confirm with the ISDH that your clinic’s location meets the federal designation as required by the CMS, e.g. HPSA or MUA and is Rural. You can search: [Find HPSA by address](https://datawarehouse.hrsa.gov/tools/analyzers/geo/ShortageArea.aspx) or seek help from ISDH <https://www.in.gov/isdh/23471.htm>.

It is advisable to perform a feasibility study to ensure that your clinic has the right payer mix for RHC cost based reimbursement. The resource [“How to Start an RHC”](ftp://ftp.hrsa.gov/ruralhealth/RHCmanual1.pdf) is a good resource for this.

Request the Rural Health Clinic application from the State Agency, ISDH. Fax a written request for the initial RHC start-up package from Barbara (Bobbi) Nelson, Program, Coordinator of Acute Care, Indiana State Department of Health. Fax number: 317-233-7157, [bnelson@isdh.in.gov](mailto:bnelson@isdh.in.gov), phone 317-233-7302. Please direct your questions about completing the application to Bobbi. Be sure to include your name and mailing address on your request. A packet should arrive within a few days. Once application is made, you will be notified if your application complete and meets the criteria for RHC status.

In addition to paperwork, you will need to successfully complete an initial survey for your RHC certification. The State Agency, ISDH, no longer performs the initial survey, so you will need to call on one of the two accrediting agencies listed below. These agencies also offer resources to help you prepare for your survey.

* AAAASF <http://www.aaaasf.org/>
* The Compliance Team <http://www.thecomplianceteam.org/>

Your certification to bill as an RHC comes from CMS; however, these two organizations also offer accreditation for your clinic, which you can reference in advertisements as an assurance to the public that your RHC meets high standards and offers high quality services.

Once the clinic successfully completes its initial survey, the clinic may bill as an RHC.

If you discontinue your contract with them, the clinic’s CMS certification as an RHC remains secure. You need to keep the copy of your original CMS letter of certification. The State Agency (ISDH) will do future surveys as required by CMS. At this time, there is no process for decertification of RHCs, unless the clinic fails to make appropriate corrections on a failed survey or relocates to an address that no longer meets the RHC requirements, i.e. HPSA or MUA and Rural.

The Indiana Rural Health Association offers RHCs assistance by placing resources on the RHC Service Page on the association’s website. [www.indianaruralhealth.org](http://www.indianaruralhealth.org) and training for RHCs at IRHA’s conference and programs. The [National Association of Rural Health Clinics](http://www.narhc.org) also offers 3 day workshops twice a year.