



# Student Handbook

*Your Health Career Starts Here*





## Career Opportunities Start Here

Congratulations on receiving your Indian Health Service (IHS) Scholarship. You've taken the first steps toward your future by furthering your education, envisioning your health career and setting goals. The IHS Scholarship Program will help you realize the future you envision for yourself.

The first IHS scholarship was awarded in 1977. In the last 17 years alone, more than \$200 million have been awarded to American Indian and Alaska Native students to help them reach their career goals and dreams, while helping IHS to fulfill its mission: to raise the physical, mental, social and spiritual health of American Indians and Alaska Natives to the highest level. You will be part of that mission by traveling a path that brings you opportunity, adventure and a sense of personal fulfillment, working in an American Indian/Alaska Native community where you're really needed – perhaps your own community.

This booklet contains information on the IHS Scholarship Programs, the requirements and benefits of the programs, continuation support, key forms and a convenient checklist to help you stay on track. Please write or call the IHS Scholarship Program or your Area Coordinator if you have any questions about the scholarship or the reporting requirements.

On behalf of the Indian Health Service, thank you for your interest in serving your fellow American Indian and Alaska Native people.

A handwritten signature in black ink that reads "Robert E. Pittman".

Robert E. Pittman, RPh, MPH  
Rear Admiral, USPHS  
Assistant Surgeon General  
Director, Division of Health Professions Support

We are pleased to present you with this Scholarship Recipient Handbook to help ensure that you are familiar with, and have the tools to fulfill, the responsibilities associated with upholding your status as a recipient in good standing. The requirements include progress reports, course load and curriculum requirements, and for recipients of the Health Professions Scholarship, information and applications required to fulfill your clinical service payback obligation. You are responsible for fulfilling these requirements, however the IHS Scholarship Program and the IHS Division of Grants Operations contact information is located on the back cover for this handbook should you have any questions or situations that are not covered herein. Used properly, this handbook will minimize time consuming correspondence, costly telephone calls, and immediate access to information for situations not previously encountered.



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## Purpose of the Scholarship Programs

In September of 1976, the Congress and the president of the United States enacted the Indian Health Care Improvement Act (Public Law 94-437), which declared that “it is the policy of this Nation, in fulfillment of its special responsibilities and legal obligation to the American Indian people, to meet the national goal of providing the highest possible health status to Indians and to provide existing Indian health services with all resources necessary to effect that policy.”

To help accomplish this goal, the Act and subsequent amendments of 1980, 1988, 1992 and 1996 authorize the Indian Health Service (IHS) to conduct three interrelated scholarship programs, for American Indian and Alaska Native students, to train the health professionals necessary to staff IHS health programs and other health programs serving the Indian people.

## Overview of Scholarship Programs

### Health Professions Preparatory Scholarship Program

The Preparatory Scholarship Program provides financial assistance for American Indian and Alaska Native (federally or state-recognized) students only to enroll in courses (compensatory or preparatory) in preparation for entry to health professional schools, such as medical, nursing, pharmacy and others as needed. Compensatory courses are those required to improve science, mathematics or other basic skills and knowledge. Preparatory courses are pre-professional studies required in order to qualify for admission to a health professions program.

Health Professions Preparatory Scholarship Program support is paid for 10 months each academic year with re-application required for each year of continuation, and is available for up to two academic years full-time or 4 academic years part-time. Support covers costs of compensatory and pre-professional education that enables the student to qualify for enrollment or reenrollment in a health professions school, i.e., freshman and sophomore years of study leading to a bachelor’s degree in a priority health profession, or the four years of undergraduate study required for entry into graduate professional school.

### Health Professions Pre-Graduate Scholarship Program

The Pre-Graduate Scholarship Program provides financial support for American Indian and Alaska Native (federally or state-recognized) students only to enroll in courses leading to a bachelor’s degree in specific pre-professional areas, such as pre-medicine, pre-dentistry and others as needed by Indian health programs.

Pre-Graduate scholarship support is paid for 10 months each academic year, with re-application required for each year of continuation, for up to four academic years full-time or eight academic years part-time, for studies leading to enrollment in an accredited professional school.

### Health Professions Scholarship Program

The Health Professions Scholarship Program is for American Indian and Alaska Native students enrolled in health professions and allied health professions programs. Students incur service obligations and payback requirements on acceptance of funding from this program. Priority is given to graduate students and junior- and senior-level students unless otherwise specified.

Health Professions Scholarships are awarded for a one year period (12 months of support), with re-application required for each year of continuation. Stipends are paid for the 12-month period beginning each year from August 1 through July 31 for health and allied health professional education up to four years full-time or up to eight years part-time.





## Section A: Requirements

### Overview of Scholarship Requirements

The IHS Scholarship Program requirements are listed in this section. Please read this section carefully and make notes of the conditions pertaining to your scholarship award. Please note the address and telephone number for your IHS Area Coordinator listed in the contact information section of this handbook. The names of specific coordinators can be found at [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov). They will assist you with any academic or potential compliance problems that may develop while you are attending school.

Immediately notify the Area Scholarship Coordinator of technical problems, travel, payments, etc. Many situations can be resolved before escalating to a serious level.

Please share all pertinent information with the scholarship and grants staff as soon as you anticipate a change.

All changes should be sent in writing to the Scholarship Program.





# Section A: Requirements

**It is your responsibility to uphold your status as a recipient with the guidelines explained in the following pages.** These requirements include progress reports of your academic standing, course load and curriculum. For recipients of the Health Professions Scholarship Program, you must complete an application for placement and serve at a qualifying site to satisfy your payback obligation.

## Academic Requirements

### **Health Professions Preparatory Scholarship Program and Health Professions Pre-Graduate Scholarship Program Requirements**

It is IHS policy that Health Professions Preparatory Scholarship Program and Health Professions Pre-Graduate Program recipients must maintain good academic standing each semester/quarter and must be full-time students with a minimum of 12 credit hours (unless approved for part-time status as outlined below).



### **Health Professions Requirements**

Health Professions Scholarship Program recipients must maintain a 2.0 cumulative grade point average (GPA) each semester/quarter **in core courses** and must be a full-time student with a minimum of 12 credit hours (unless approved for part-time status). Health Professions Scholarship Program recipients must also be enrolled in an approved/accredited school for a health professions degree.

Students are not eligible for continuation if they have not maintained a 2.0 cumulative GPA in core courses.

Part-time students for the three scholarship programs must also maintain a 2.0 cumulative GPA **in core courses** and must take at least six to 11 credit hours each semester/quarter. You must be approved for part-time status at the time of scholarship award. You cannot change from part-time status to full-time status, or vice versa, in the same academic year. Please refer to the Notification of Problem or Change under the Reporting Requirements portion of this handbook.

## Reporting Requirements

**All** of the following reports and documents must be sent to the IHS Scholarship Program, 801 Thompson Avenue, Suite 120, Rockville, MD, 20852.

**If you fail to submit these reports as required, you will be ineligible for continuation of scholarship support and your scholarship payments will be discontinued.**

### **Initial Program Progress Report**

Within 30 days from the beginning of **each** semester or quarter, you must submit an **Initial Program Progress Report (Form IHS-856-10)** to the IHS Scholarship Program, signed by your school advisor or the registrar's office verifying that you are enrolled in a full-time or part-time course load for the semester/quarter. You must also submit a course curriculum outline, approved by your advisor, for your chosen health program.

### **Transcripts**

Within 30 days from the end of each academic period, i.e., semester, quarter or summer session, you must submit an **official transcript. Official transcript means the institutional seal and/or the signature of the registrar must be present. Copies of official transcripts are not acceptable.** If an official transcript will not be available within 30 days, you must submit a copy of your official grade report or documentation indicating

# Section A: Requirements

the grades received in each class, signed by each instructor and your advisor. When your transcripts do become available, you must have an official copy sent directly to the IHS Scholarship Program. If an official transcript is not submitted, all benefits will be suspended.

## Notification of Academic Problem or Change

If at any time during the semester/quarter you experience academic problems or are advised to reduce the number of credit hours in which you are enrolled below the minimum of 12 hours for a full-time student or at least six hours for part-time students, you must submit a **Notification of Academic Problem or Change (Form IHS-856-11)** to the Area Scholarship Coordinator and the IHS Scholarship Program. If you are enrolled in at least 12 credit hours for full-time or six hours for part-time and are doing satisfactorily in all classes (at least a “C” or better), **do not submit this form** unless you want to alert your Area Scholarship Coordinator to a special problem you are experiencing or to request assistance, e.g., tutorial service or approval to drop a course.

## Change of Status

### Change of Academic Status

#### *Academic Probation*

If placed on academic probation, you must notify your Area Scholarship Coordinator and the IHS Scholarship Program **immediately**. Notification will alert your coordinator that you need special assistance such as tutorial services or reductions of course load. The Area Scholarship Coordinator will advise you on alternatives that may help you.

#### **Withdrawal from School**

If you are considering voluntarily withdrawing from school for any reason (personal or medical), you should inform your Area Scholarship Coordinator and the IHS School Program prior to actually dropping your classes. Your coordinator may be able to advise you of alternative courses of action that will allow you to continue in the scholarship program. If you do withdraw from school, the IHS Scholarship Program must be notified **immediately** in order to stop your stipend checks. If you fail to notify the IHS Scholarship Program and you continue to cash stipend checks, you will be liable for the return of all funds to which you were not entitled. If you have been awarded a Health Professions Scholarship Program you will also be liable for repayment of all Scholarship Program funds paid to the school on your behalf.



#### **Dismissal from School**

You must notify the Area Scholarship Coordinator and the IHS Scholarship Program **immediately** if you are dismissed from school. If you fail to notify the IHS and you continue to cash stipend checks, you will be liable for the return of all funds to which you were not entitled. If you have been awarded a Health Professions Scholarship Program you will also be liable for repayment of all Scholarship Program funds paid to the school on your behalf.

#### **School Transfer Request**

At least 30 days prior to the time of transfer to a new school from the school you are currently attending, you must request approval from the IHS Scholarship Program for the change. **State clearly the reason for the transfer.** The school transfer request is for scholarship continuation students only. It is not available for new students receiving the IHS Scholarship for the first time.

You may request a transfer of schools during the school year for only three reasons:

- » To change from a school with a non-accredited program in your health discipline to a school with an accredited program.
- » To change from a school that does not offer courses required for your health professions degree to a school offering the necessary courses.
- » Personal and/or family hardships, which may necessitate school transfer, will be considered on an individual basis.

In order for your request for transfer to be approved, you must submit a letter from the school to which you are transferring that verifies your acceptance into a health professions program. This letter must also detail the specifics of your curriculum, as well as the hours and courses earned at the previous school that the new school will accept. You will be notified of IHS' approval or disapproval of the request.

**If you change schools without prior IHS approval, your scholarship award will be discontinued.**

## Change of Health Discipline

Change of health disciplines must be requested in writing to the IHS Scholarship Program and authorization received before you apply for continuation of your scholarship. The health discipline to which you are changing must be one of the IHS priority categories listed for the new scholarship cycle.

Additionally, Faculty and Employer Evaluation and Reasons for Requesting Scholarship forms must be completed and submitted with your continuation application. Submit documentation to verify the number of hours earned and transferable from your current program into the new health discipline program you are requesting. If change of discipline requires school transfer, change of graduation date or program change, consult the appropriate sections of this handbook for additional requirements.

You can not change from the approved IHS Scholarship Program health discipline during the school year. If you make an unapproved change, your scholarship payments will be discontinued and you are subject to being placed in default status.

## Change in Graduation Date

Any time a change occurs in your expected graduation date, you must notify the IHS Scholarship Program and your Area Scholarship Coordinator immediately in writing. You must submit documentation (signed by a school official) supporting the proposed change.

## Program Change

Changes from one type of scholarship to another can occur only at the end of the academic funding year. Changes cannot be made during the academic year. If you are funded as a Health Professions Preparatory Program student and complete your preparatory courses after mid-year or any part of the year, and begin your health profession courses during mid-year or any part of the year, you will be funded for the entire year under the agreement for which you were originally awarded.

You must provide supportive documentation when requesting a change from the Health Professions Preparatory Scholarship Program to a Health Professions Scholarship Program (letter of acceptance for your chosen health professional program) or from the Health Professions Scholarship Program to a Health Professions Preparatory Scholarship Program (verification that you are enrolled in preparatory courses and a copy of your proposed curriculum). All requests must be submitted to the IHS Scholarship Program.

## Leave of Absence Request

If for any reason, you cannot continue with your courses/ classes during a semester/quarter, you must submit a written request for leave of absence to the IHS Scholarship Program. The leave of absence request may be for one semester or a full academic year.

Once reviewed and approved, the approval letter will keep you in good standing with the IHS Scholarship Program and allow you to file a continuation application when you are ready to re-enter school. The maximum leave of absence is limited to two consecutive years and must be requested annually. Leave of absence will be reviewed on a case-by-case basis.

As long as the IHS Scholarship Program is kept informed of your academic status, you will remain in the active-non-pay status.

## Name Change

Legal documentation must be received by the IHS Scholarship Program before a student's record is changed to reflect a new name.

## Address for Correspondence

You are required to obtain a post office box to serve as your correspondence address for the period of the scholarship award. The IHS Scholarship Program will provide payment for a post office box in the August stipend. This address should not change to prevent delay or loss of correspondence. However, if your address does change, you must promptly notify us. Address changes received after the 10th of each month will not take effect until the following month.

Previous scholarship recipients have encountered delays up to eight weeks in receiving their correspondence when addresses have been changed and the IHS Scholarship Program has not been notified.

## Taxes

IHS Scholarship funds are subject to federal income tax, and possibly state and local taxes. IHS withholds only federal income taxes from your stipend checks. Please inquire in your state about any state tax liability on your award. For instructions concerning allowances, exemptions and filing status, refer to the **W-4 form** for the current year in the Forms section.

## Credit Validation

The IHS Scholarship Program will verify your status upon receipt of a written request from you for the release of pertinent information from your file to a credit card company, bank, department store, etc. Your request must include your signature and Social Security number. We cannot respond to credit inquiries by telephone.

## Section B: Benefits







The level of IHS Scholarship Program benefits is dependent on the availability of funds appropriated each fiscal year by the Congress of the United States, and therefore is subject to change each year.

## Tuition and Required Fees

IHS makes direct payment to your school for tuition and required fees for the school year. Direct payment for tuition and required fees for summer school is not included unless specifically requested and approved in advance. IHS will officially notify the school of your participation in the IHS Scholarship Program. Until the school receives billing instructions, this notification of award authorizes your school to bill IHS directly for your tuition and required fees during the first week of October.

IHS pays for tuition and fees (calculated by the educational institution) directly applicable to your approved curriculum and program. Payment will not be made for tuition and fees unrelated to the approved program, for membership dues for student societies, associations and similar expenses, or for school terms that begin prior to the academic year for which the scholarship is awarded. The amount awarded cannot be increased above what the school submitted for your degree program.

IHS will only pay for repeat course work previously paid for by IHS if the course is taken during summer school, not during the regular school year.

## Books, Laboratory Expenses, Other Necessary Education Expenses and Travel

IHS will pay for the following:

- » Tuition costs and mandatory fees. Any mandatory fees, such as lab fees and health unit fee, are paid if they're included on the school's invoice. The school should submit all invoices to the IHS Division of Grants Operations.
- » Books, laboratory expenses and other education expenses. These are paid in advance in a lump sum to the student for the school year in the August stipend.
- » \$300 to offset travel expenses to and from school for the year, paid in advance to the student in the August stipend.

- » Tutorial costs. A maximum of \$400 for full-time or \$200 for part-time for the academic year is paid directly to the student, who must specifically request tutorial services. Payment is subject to approval of the Scholarship Branch Chief.

IHS will not pay the following items:

- » School bookstore invoices
- » Dental/medical equipment rented from sources other than the school
- » Health insurance. The educational institution will accept documentation from your Tribe or Indian Health Service facility that you are eligible for health care and/or contract health care from/through our Indian health programs. If you find that the availability of health care services is inconvenient, you will be responsible for a separate health insurance policy, group or individual, while in school.
- » Additional travel expenses incurred over the lump sum amount of \$300.



# Section B: Benefits

## Living Expenses Stipend

### Overview

The estimated stipend amount for student living expenses, including room and board, will be mailed at the end of each month. This amount is pro-rated for part-time students. Each scholarship recipient will receive an award letter specifying the total dollar amount for the award.

**NOTE: All scholarship recipients are required to have a bank account and to enable direct deposit for receiving payments via electronic funds transmittal (EFT).**

Health Preparatory and Health Professions Pre-Graduate Scholarship Program recipients will receive a stipend for only the academic period covered by their awards: August 1 to May 31. The first stipend checks will be deposited directly to the students' bank accounts via EFT at the end of the month of August.

Stipends for the months of June and July will be paid only to those students who have requested to attend summer sessions and have been approved in advance to do so.

Health Professions Scholarship Program recipients will be given a stipend for the 12-month period beginning August 1 through July 31. The first stipend checks will be electronically transmitted via direct deposit to their bank accounts or mailed from the Treasury Department at the end of the month of August. For part-time students this amount is prorated based on the number of credit hours taken during the academic year.

Although funds may be identified as salary, they are stipend payments. To protect yourself, you should not write checks on your account until you have received notice from your bank that the EFT has occurred. If your EFT is delayed and checks drawn on your account are not honored due to insufficient funds, the IHS Scholarship Program cannot pay any penalties your bank may impose for returned checks.

### Lost Stipend

The Treasury Department will transfer funds during the last three days of the month. If you do not receive your stipend, you must immediately notify the Grants Scholarship Coordinator, Division of Grants after the seventh day of the subsequent month so that the Treasury Department can be authorized to issue a replacement EFT to cover the amount you did not receive. Submit the **Lost Stipend form (Form IHS-856-9)**. For example, if you do not receive your stipend at the end of November, you may submit the Lost Stipend form on December 7.

You may find that other students at your school received their EFT while you have not. The reason may be that the funds for students at the same school are not necessarily transferred from the Treasury Department at the same time.

**Changes in direct deposit information are the primary reason for non-receipt of EFT.**

## Summer School

Students may need to take summer courses to graduate or complete course requirements necessary for graduation within the four year maximum time period for full-time students (eight year maximum time for part-time students) or for earlier acceptance into a health professions program.

**A Summer School Request (Form IHS-856-13)** must be received by the IHS Scholarship Program by April 22 of the academic year to be able to attend that summer.

The Summer School Request must be completed and signed by your school advisor with an attached curriculum for your major. Documentation may be a curriculum listing for your program or a statement from your advisor. **Your academic program must require these courses.** Summer school can also be used to make up failed required courses for which IHS will pay fees and tuition. Summer school is not approved for optional courses not related to your academic program. Documentation of summer school tuition and fees must be submitted with your summer school request form.

Summer school costs are paid only if you have received prior approval from the IHS Scholarship Branch Chief. The IHS Scholarship Program will pay up to \$700 for full-time students or \$350 for part-time students for tuition and fees as billed by your school. There is no limitation on credit hours. However, the student must pay costs for additional hours that are not covered by the maximum amounts listed above. No additional funds are available for books or other miscellaneous expenses. For those students who are in allied health programs that are year-long, you will not be limited to the \$700 or \$350; however, summer school requests should be submitted to ensure the yearly budget will cover the tuition and fees.

Stipends will be extended into June and July for Health Preparatory and Pre-Graduate students who are approved for summer school. Health Professions students already receive their stipends for 12 months, from August to July.

**Transcripts for summer school are due to the IHS Scholarship Program as soon as they are available at the end of the semester term. Please ensure these are ordered.**



## Tutorial Assistance

IHS wants to assist you in getting the maximum benefit from your education and this scholarship. If you have difficulty with one or more courses, you may participate in special classes or arrange for tutorial assistance to correct the difficulty and to improve your academic performance.

To request tutorial assistance, submit a completed copy of the **Request for Tutorial Assistance (Form IHS-856-12)**. Your school advisor must sign this form. Send this to the IHS Scholarship Program, Attention: Scholarship Application/Award Analyst.

You are encouraged to use tutorial services to improve your grades even if they are satisfactory and/or to address weaknesses in other courses, such as in English or math, which may affect your overall academic performance.

The IHS Scholarship Program will pay up to \$400 for tutorial assistance to full-time students and up to \$200 to part-time

students who have been in school for the academic year (August 1 through July 31). The funds are paid directly to the students on a reimbursed basis as part of the monthly stipend check upon approval of the tutorial request. **The student is responsible for paying the tutor.**

## Acceptance of Other Federal Benefits

If you are currently receiving scholarship funding from other federal agency sources, you should inform the awarding agency if you are selected to receive an IHS Scholarship. This is done to eliminate duplicate payment of tuition and other educational expenses. Additionally, the awarding agency might have prohibitions against duplicate awards.

## Other Public Health Service Benefits

If you are currently receiving scholarship funds under the National Health Service Corps Scholarship Program (Section 751 of the Act) or the Scholarship Program for First-Year Students of Exceptional Financial Need (Section 758 of the Act), you are not eligible to participate in the IHS Scholarship Program during the school year(s) for which these scholarships were awarded. If you are a previous recipient of a Scholarship Program for First-Year Students of Exceptional Financial Need, your IHS Scholarship application will be given preferential consideration for an award.

## Veterans Benefits

You may continue to receive educational benefits from the Veterans Administration (G.I. Bill) along with the IHS Scholarship Program funds since the VA benefits were earned by prior active duty in a uniformed service.

## Benefits from State, Local and Other Federal Programs

If you owe an obligation for professional practice to a state or other entity under an agreement made before applying for IHS scholarship funding, you are not eligible for an award unless the state or entity submits to the Secretary a written statement which says:

- » There is no potential conflict in fulfilling your service obligation to the state or entity and the IHS Scholarship Program.
- » The Scholarship Program service obligation will be served before the service obligation for professional practice owed to the state or entity.

# Section B: Benefits

## Suspension of Benefits

### THE IHS SCHOLARSHIP PROGRAM WILL SUSPEND THE PAYMENT OF ALL BENEFITS FOR THE PERIOD OF TIME THAT:

- » The school and the IHS Scholarship Program have approved a participant's leave of absence; or
- » A recipient's graduation is delayed for personal reasons or by a requirement to repeat course work for which the IHS Scholarship Program has previously paid the tuition and provided stipend support.

The participant is required to notify the IHS Scholarship Program when leave of absence or repeated course work is expected. Documentation is required by the IHS Scholarship Program on an as-needed basis.

Benefits suspended will not resume until the IHS Scholarship Program is notified **by the school** that the participant has returned to the course of study for which the scholarship was awarded and only if funds are available to continue support.

If repeated course work does not delay graduation but is taken in addition to the student's normal full-time course load, the IHS Scholarship Program will pay tuition only for the non-repeated courses. Payment of the stipend will not be affected in this case.

If a student has been granted a leave of absence from their school, the maximum time granted for leave of absence from the IHS Scholarship Program is a total of two consecutive academic years. Need for further leave of absence will be reviewed on a case-by-case basis.

### THE IHS SCHOLARSHIP PROGRAM WILL SUSPEND THE PAYMENT OF STIPENDS WHEN:

- » A **Recipient's Initial Program Progress Report (Form IHS-856-10)** is not received within 30 days of the beginning of the semester/quarter; or
- » A student fails to submit **official transcripts** within 30 days for the fall and spring semester. Quarterly transcripts should be sent within 30 days of the end of the quarter.

The Scholarship Program will not reinstate suspended stipend funds until the above-mentioned reports/transcripts have been received. These payments will not be issued until the next automated stipend cycle.

## Section C: continuation Support

### Notice to all Continuation Students

The application deadline date for the IHS Scholarship Program is March 28 of each year. If this date falls on a weekend or holiday, the deadline will be the next business day.

If your application is incomplete as of the deadline date, the IHS Scholarship Program will notify you one time regarding your incomplete application and request the appropriate documents.

If you do not complete the application within 90 days, you will be automatically placed on leave of absence for a period of one academic year beginning August 1 of the year in which you applied. You will be given an opportunity to file as a continuing student in the next application cycle. A complete application must be received by the deadline date of March 28. Your name will be placed on the mailing list for an application for the following year.

Please keep the IHS Scholarship Program Office informed of any address change or other changes in your contact information, so that an application can be sent to you in a timely manner. Our address is:

IHS Scholarship Program  
801 Thompson Ave., Suite 120  
Rockville, MD 20852





# Section C: continuation Support

## Health Professions Preparatory Scholarship Program Eligibility Requirements

To receive priority consideration for additional periods of scholarship support, students must meet the continued eligibility requirements and be recommended for continuation by the appropriate discipline chief in the health profession for which their scholarship is funded.

Students must apply annually and meet the following criteria:

- » Be in good academic standing in their program.
- » Be enrolled for the next semester/quarter in at least 12 credit hours or the equivalent (full-time), or six to 11 credit hours (part-time) in courses specific to a pre-professional curriculum.
- » Remain full-time or part-time during the current academic year.

## Health Professions Pre-Graduate Scholarship Program Eligibility Requirements

To receive priority consideration for additional periods of scholarship support, students must meet the continued eligibility requirements and be recommended for continuation by the appropriate discipline chief in the health profession for which their scholarship is funded.

Students must apply annually and meet the following continued eligibility criteria:

- » Be in good academic standing in their pre-professional program.
- » Be enrolled for the next semester/quarter in at least 12 credit hours or the equivalent (full-time), or six to 11 credit hours (part-time) in courses specific to a pre-professional curriculum.
- » Remain full-time or part-time during the current academic year.

## Health Professions Scholarship Program Eligibility Requirements

To receive priority consideration for additional periods of scholarship support, students must meet the continued eligibility requirements and be recommended for continuation by the appropriate discipline chief in the health profession for which their scholarship is funded.

Students must apply annually and meet the following continued eligibility criteria:

- » Maintain an overall 2.0 grade point average in their chosen health/allied health professions curriculum.
- » Be enrolled for the next semester/quarter in at least 12 credit hours or the equivalent (full-time), or six to 11 credit hours (part-time).
- » Submit a letter from the program director verifying the full-time or part-time status of that institution's health or allied health program.

## How to Apply for Continuation Support

All current scholarship recipients will be mailed the Continuation Student – Data Sheet in January/February. If you plan to apply for continued support for the following fall semester, please refer to Section I: Checklist (page 53), where you will find a detailed list of the supporting documentation required for your application. Detailed instructions for each piece of required documentation can be found in Section J: Forms (page 53). Mail your completed application by March 28 to:

Indian Health Service  
Division of Grants Operations  
Attn: Craig Boswell/Bernard Covers Up  
801 Thompson Avenue, Suite 120  
Rockville, MD 20852

### Notice to all Continuation Students

The application deadline date for the IHS Scholarship Program is March 28 of each year. If this date falls on a weekend or holiday, the deadline will be the next business day. If your application is incomplete as of the deadline date, the IHS Scholarship Program will notify you one time regarding your incomplete application and request the appropriate documents.



If you do not complete the application within 90 days, you will be automatically placed on leave of absence for a period of one academic year beginning August 1 of the year in which you applied. You will be given an opportunity to file as a continuing student in the next application cycle. A complete application must be received by the deadline date of March 28. Your name will be placed on the mailing list for an application for the following year.

Please keep the IHS Scholarship Program Office informed of any address change or other changes in your contact information using the forms in Section J: Forms (page 53) of this handbook, so that an application can be sent to you in a timely manner. Our address is:

IHS Scholarship Program  
801 Thompson Avenue, Suite 120  
Rockville, MD 20852  
Phone: (301) 443-6197



## Section D: Payback/Service Obligation for Health Professions Scholarship Program Recipients





# Section D: Payback/Service Obligation for Health Professions Scholarship Program Recipients

## Requirements of Health Professions Scholarship Program Graduates

Health Professions Scholarship Program recipients incur a service obligation of one year for each year of scholarship support received (or the part-time equivalent) with a minimum service period of two years. After graduation, your active duty service obligation is fulfilled as designated by the Director of IHS, in one of the following areas:

- » Indian Health Service (IHS).
- » A program conducted under a contract or compact entered into under the Indian Self-Determination Act (P.L. 93-638), as amended.
- » Urban Indian organization assisted under Title V of the Indian Health Care Improvement Act (P.L. 94-437), as amended.
- » Private practice in a designated health professional shortage area addressing the health care needs of 51 percent of Indians in that area.

The scholarship recipient may elect to fulfill the service obligation in one of the above areas that is located on the reservation of the Tribe, or that serves the Tribe, in which you are enrolled.

Assignment opportunities are reviewed with students and approved early in the final school year. The Director of IHS reserves the right to make final decisions regarding assignment of scholarship recipients to fulfill their service obligation.

**Although the ultimate responsibility for seeking a position is the Health Professions Scholarship recipient's, the IHS Scholarship Program staff and IHS Discipline Representatives are available to assist with and facilitate placement. Please visit [www.careers.ihs.gov](http://www.careers.ihs.gov) for more information.**

According to the Indian Health Care Improvement Act and the Public Health Service Act, the active duty service obligation must be served in a full-time (40 hours per week) clinical practice. You will have an opportunity to find placement to serve your active duty service obligation, consistent with the statutory mandates listed above. However, if there is a difficulty in placement, you may be assigned to an IHS geographic area where there is an existing need.

## Application/Placement Process

Graduating students may apply for employment through the federal Civil Service or the US Public Health Service Commissioned Corps.

Whether your application is submitted to the IHS Civil Service or Commissioned Corps, be sure to indicate clearly that you are a scholarship program graduate. This will assure that you receive priority consideration for jobs for which you qualify.

The IHS Scholarship Program must receive your final transcript, a copy of your diploma, a copy of your license/certificate (if you receive one); and, based on your career path, a copy of your Civil Service Personnel Action Form (SF-50) or your Commissioned Corps Personnel Orders, or your Tribal Employment Contract, or if private practice, a copy of your contract or work agreement prior to beginning your service/payback obligation. **Time spent on the job prior to IHS receiving these documents, will not be counted toward payback/service obligations.**

### Civil Service

If you opt for the Civil Service system within IHS, you must submit the following forms and all other additional required forms (e.g., transcripts) to the IHS Area Personnel Office designated on the vacancy announcement by the deadline specified on that announcement. Be sure to include:

- » **Optional Application for Federal Employment (Optional Form 612)** or a resume
- » **Verification of Indian Preference for Employment (BIA-4432)**

All forms can be requested from any government office except the **Verification of Indian Preference for Employment (BIA-4432)**, which must be obtained from the Bureau of Indian Affairs. They can also be found online at [www.opm.gov](http://www.opm.gov).

### Commissioned Corps of the USPHS

You may wish to apply for service through the Commissioned Corps if your health profession is any of the following: medical, dental, nursing (BSN, MSN), pharmacy, engineering, physical therapy, dietetics, sanitarian, or master's-level

# Section D: Payback/Service Obligation for Health Professions Scholarship Program Recipients

health professional training. To receive information and an application, contact:

Office of Commissioned Corps Operations  
Division of Commissioned Corps Assignments  
1101 Wootton Parkway, Plaza Level, Suite 100  
Rockville, MD 20852  
Telephone: (240) 453-6125; 1(800) 279-1605  
[www.usphs.gov](http://www.usphs.gov)

Once the Division of Commissioned Corps Assignments verifies your application is complete, you must submit required forms to the IHS Area Personnel Office by the deadline date as indicated in the vacancy announcement.

For information regarding benefits including salary, travel pay, health benefits, housing, etc., you must contact the IHS Area Personnel Office to which you are applying.

## Monitoring the Placement Process

All graduating students must apply for current employment vacancies. The IHS Discipline Representatives and Area Scholarship Coordinators will offer professional advice and assist you with job vacancies in your field.

The monitoring of the graduating student's progress towards placement involves the following:

- » At least one month before graduation, you must contact the IHS Scholarship Program via a **Notice of Impending Graduation (Form IHS-856-15)**.
- » At least three months before you graduate, the IHS Scholarship Program Headquarters reminds you of your placement responsibilities and to send completed forms to your Area Scholarship Coordinator with a copy to your Discipline Representative and IHS Scholarship Program. Forms to be completed are: **Optional Application for Federal Employment (Optional Form 612)**; **Health Professions Scholarship Program Service Preferred Assignment (Form IHS-856-19)**; and, if applicable, a **Verification of Indian Preference for Employment (BIA-4432)** form.

**Note:** Priority will be given to IHS Scholarship Program recipients. As such, please indicate on your documents that you are to receive such priority.

- » The graduating student should send a copy of all documents to each Area Scholarship Coordinator in the Areas where they are interested in working.

- » Follow-up with each respective Area Scholarship Coordinator and Discipline Representatives should be done **each** month by the graduating student regarding vacancies available and application status.
- » A **Placement Update (Form IHS-856-14)** must be sent to the IHS Scholarship Program within 60 days of graduation and every 60 days thereafter. The graduate must attach documentation regarding attempts at securing employment (e.g., letter of application receipt, denial letters). This form may also be used to express any type of dissatisfaction, or problems encountered while seeking a position.
- » Once a position is secured, you must submit information regarding verification of employment within 90 days of your graduation date.

The Director of IHS reserves the right to make final decisions regarding assignment of scholarship recipients to fulfill their service obligation according to the needs and priorities of IHS and Tribes.

Prioritization of sites will vary from year to year and among the different health profession disciplines. An updated list can be found at [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov). You may contact your Discipline Chief for information regarding placement. Although IHS will attempt to place you in the geographic location of your choice, this may not be possible and you may be required to take a position in another location.

## Documentation Requirements

**Before any scholarship recipient receives credit toward their service obligation, the IHS Scholarship Branch requires the following documentation:**

A copy of your diploma and official final transcript stating degree conferred, and any of the following items that are applicable in your case:

- » A copy of your license/certificate (for those disciplines that need one to work).
- » If federal employment,
  - a copy of your **Civil Service Personnel Action Form (SF-50)** from your personnel office reflecting your entrance on duty date and any copies of SF-50, if you should transfer during your payback status, or

– a copy of your Commissioned Corps Personnel Orders calling you to duty and copies of personnel order transfer papers if you should transfer during your payback status.

- » If Tribal employment, a contract, work agreement or letter from the Tribe indicating start date of employment.
- » If a private practice option, a contract, work agreement or letter from the facility indicating start date of employment.

**Deadline: The appropriate documentation is required 90 days from the date of graduation.**

If the IHS Scholarship Branch does not receive the information required, we will assume that you did not graduate and are not paying back your service obligation. Failure to submit the information may result in the initiation of debt collection action.

Additionally, you must submit an **Annual Status Report (Form IHS-856-18)**. This is required to monitor your payback obligation activity, so that credit can be given to your obligation.

If you have any questions regarding these directions, contact the IHS Scholarship Program.

## Deferments

### Post-Graduate Training

Health Professions Scholarship recipients can defer their service obligations for further training. Detailed information on this procedure is given in the spring of your senior year and is outlined below. As an IHS scholarship obligated graduate, it is your responsibility to familiarize yourself and comply with the information bulletin and instruction you will receive. Failure to do so may result in non-approval of your deferment request.

Deferment of the service obligation is intended to permit scholarship recipients to complete approved graduate clinical training programs, i.e., those programs of graduate clinical training which fulfill the requirements for board certification and have been approved by the appropriate certifying boards, as determined by the Secretary, Department of Health and Human Services. Training which fulfills the requirements for board certification is considered by the IHS Scholarship Branch to be the graduate clinical training and years of practice required by the appropriate American specialty board for the candidate to be board certified.

To be eligible to serve with IHS as an allopathic or osteopathic physician, graduates must complete at least one year in an approved graduate clinical training program. Completion of post-graduate training is a critical factor in identification of the practice in which the scholarship obligation is to be fulfilled. Scholarship recipients who elect to serve after only one year of graduate clinical training will compete with board eligible practitioners for a limited number of vacancies and may experience difficulty in obtaining assignments in which to serve. Therefore, in order to become fully qualified practitioners, graduates are encouraged to complete training in an approved specialty.

- » To be eligible to serve with the IHS as a licensed social worker, and before they can sit for licensure boards, graduates must complete two years of clinical experience under a licensed practitioner. This requirement may vary based upon geographic location.
- » To be eligible to serve with the IHS as a licensed clinical psychologist, and before they can sit for licensure boards, graduates must complete two years of clinical experience under a licensed practitioner. This requirement may vary based upon geographic location.
- » To serve with IHS as a registered pharmacist, graduates may elect to complete one additional year of residency in pharmacy.

**Note:** No period of internship, residency or other advanced clinical training shall be counted as satisfying any period of obligated service that is required under Section 104 (b)(3)(A) of the IHCA, P.L. 94-437, as amended.

## Specialties and Approval

All medical school graduates will receive a letter from the Chief of the Health Professions Support Branch indicating which specialties you may enter for your post-graduate training residency. The specialties are determined according to IHS needs.

**Specialties:** The following is a list of specialties that are currently in demand throughout IHS:

- » Family Medicine
- » Obstetrics and Gynecology
- » Internal Medicine
- » Pediatrics

# Section D: Payback/Service Obligation for Health Professions Scholarship Program Recipients

- » Emergency Medicine
- » Psychiatry

**Prior Approval:** Initial approval of your post-graduate training plan is contingent upon full compliance with all policies and procedures applicable to the deferment of all graduates, and upon your request to enter a specialty needed by IHS. The IHS Scholarship Branch requires that you submit a request for residency training before beginning a residency by submitting a **Request for Prior Approval of Deferment (Form IHS-856-20)**.

If you do not submit this request, your residency or clinical training will not be approved and you may be placed in default.

Once you begin an IHS approved residency program, you cannot transfer to another residency without prior approval from IHS Scholarship Branch.

Those who are unsuccessful in obtaining an internship or residency must notify IHS immediately and will be expected to begin obligated service upon completion of their first year of training. They will be assigned according to the needs of IHS if notification is received after September 1.

Physicians find that they are significantly less competitive obtaining positions sites in target IHS Areas if they are not board eligible/certified.

IHS Areas are preferentially seeking fully trained and qualified individuals who have a higher probability of remaining after completion of their service obligation, rather than leaving immediately upon completion to pursue other objectives.

**Approved Deferments:** Approval of deferment of the service obligation for all graduates will be based on the return of the **Request for Prior Approval of Deferment (Form IHS-856-20)**. New graduates, as well as those granted deferment who intend to continue in deferment status during the cycle, must submit these forms.

**The Request for Prior Approval of Deferment (Form IHS-856-20) must be submitted annually until you have completed your residency. If you fail to return the form, you will be placed in default.**

All IHS Scholarship Recipients who wish to defer their service obligation for the period from July 1 through June 30 must complete, sign, and return the **Request for Prior Approval of Deferment (Form IHS-856-20)** by May 31. The deferment request packet will be mailed to you during the third year of your health profession program.

**After Deferment Approval:** Your deferment will continue if you comply with these conditions:

- » Pursue only the training as described, in an accredited program approved by the IHS Scholarship Program, and for a deferment that does not incur a conflicting service obligation.
- » Submit documentation of your training status in an approved program each year of deferment.
- » Make no changes in the period, place of training or type of training without prior approval from the IHS Service Branch.
- » Notify the IHS Scholarship Branch in writing within 30 days of any change of address, intent to terminate training, intent to take a break in training, or similar change.
- » Notify the IHS Scholarship Branch in writing if you did not pass PGY I level of training and did not advance to the PGY II level. Your program director should also send a letter to the IHS Scholarship Branch.
- » Return the deferment request by the deadline date of May 31.
- » Physicians who elect to begin their obligated service before completing their second, third or fourth year of training in an approved specialty must notify the IHS Scholarship Branch upon making the decision.

**If you do not comply with all the above, you will be in default of your scholarship contract. The IHS Scholarship Program has adopted the above procedures because of problems with deferments during the previous years.**

**Please Note:** All deferment deadline dates and policies will be strictly enforced.

If you need additional information regarding deferment of your service obligation or if you need assistance with your training plans as they relate to your scholarship, please contact the IHS Scholarship Program.

## Section E: Breach and Default of Contract







# SECTION E: Breach and Default of Contract

## Failure to Complete Academic Training

Health Professions Scholarship participants who are dismissed from school for academic or disciplinary reasons, or who voluntarily terminate academic training before graduation from the educational program for which the scholarship was awarded, will be liable to the United States for repayment of all Scholarship Program funds paid to them and to the school on their behalf. Payment must be made within three years from the date of breach or such longer period as specified by the Secretary. No interest will be charged on any part of this indebtedness to the United States within the three-year period.

## Failure to Begin or Complete the Service Obligation or Meet the Terms and Conditions of Deferment

Participants breach their scholarship contracts by failing to begin or complete their service obligation for any reason other than failure to complete academic training, or by failing to comply with the terms and conditions of deferment. In these cases, participants are liable to repay three times the amount of all scholarship funds paid to them and to the school on their behalf, plus interest, as determined by the formula:  $A=3(z)[(t-s)/t]$ , in which:

- » 'A' is the amount the United States is entitled to recover
- » 'z' is the sum of the amounts paid to or on behalf of the applicant and the interest on such amounts that would be payable, if, at the time the amounts were paid, they were loans bearing interest at the maximum legal prevailing rate, as determined by the Treasurer of the United States
- » 't' is the total number of months in the applicant's period of obligated service
- » 's' is the number of months of the period of obligated service served by the participant

The amount which the United States is entitled to recover shall be paid within 1 year of the date on which the applicant failed to begin or complete the period of obligated service, or failed to meet the terms and conditions of deferment, or a longer period beginning on a date specified by the Secretary of Health and Human Services (HHS).





## SECTION F: Extern Program

### Overview

The recruitment and placement process of the Indian Health Service Scholarship Extern Program is a major annual activity of the IHS Scholarship Program.

Individuals receiving an IHS scholarship award and other health professionals may be employed as an IHS extern for up to 120 workdays per calendar year. Health Professions Scholarship recipients are entitled to an externship. Extern assignments are available during non-academic periods. Students are assigned to an IHS health care facility where they will accumulate valuable clinical hours in their chosen health disciplines. This opportunity to apply the knowledge and skills developed in school provides practical hands-on experience that will be useful once they graduate.





## Eligibility

Individuals receiving a Health Professions Scholarship are entitled to employment by IHS during any **non-academic period** in accordance with the provisions of Section 105 of the Indian Health Care Improvement Act. (**Note: This does not prohibit scholarship recipients or any other qualifying student from doing an externship and going to school as long as IHS is not paying tuition/fees during that time frame.**) Students who are completing a course-required rotation, whether clinical or on-the-job training, **are not** eligible for an IHS Externship.

## Civil Service

Students who apply for a Civil Service externship must meet the following requirements:

- » Undergraduate students must have at least a 2.0 grade point average; graduate students must have at least a 3.0 grade point average.
- » Students must not be on probation or discontinued from the IHS Scholarship Program for any reason.

## Commissioned Corps

Students may also apply to the Commissioned Officer Student Training and Extern Program (COSTEP), by contacting:

Junior COSTEP  
Recruitment/DCCTCP  
Tower Building, Plaza Level, Suite 100  
1101 Wootton Parkway  
Rockville, MD 20852  
Phone: (240) 453-6072  
[www.usphs.gov](http://www.usphs.gov)

In addition to the COSTEP application, students must submit all application materials listed below.

### Deadlines for COSTEP applications are:

- » December 31 for positions May 1 through August 31.
- » May 1 for positions during September 1 through December 31.
- » October 1 for positions during January 1 through April 30.



## Application

Students seeking an externship either through Civil Service or COSTEP, must submit the following documents to the IHS Area Coordinator in the IHS Area Office in which they are seeking placement:

- » Resume or **Application for Federal Employment (Form OF-612)** that can be downloaded at [www.opm.gov](http://www.opm.gov)
- » **Extern Site Preference Request (Form IHS-856-16)**
- » Official transcripts
- » Request for **Extern Travel Reimbursement (Form IHS-856-17)**
- » Proof of immunity to measles and rubella. All applicants to positions located at an IHS facility shall provide documentation of immunity to measles and rubella prior to or at the time of their entrance on duty. Employees subject to this

# SECTION F: Extern Program

policy who are not immune to measles or rubella and refuse the recommended vaccine(s) are subject to be reassigned or removed from the service.

- » Proof of possession of the following: Social Security card (number), driver's license, and **Employment Eligibility Verification (BIA Form 4432)**.
- » Documentation of enrollment in the fall term.

## Application Due Date

Completed, signed and dated applications (IHS Civil Service and COSTEP) must be received by the Area Coordinator before close of business on the first Friday on the month of February. COSTEP applications are due as outlined above.

## Benefits

### Salary

Externs may receive a salary based on experience and years of academic training that is comparable to industry standard.

Salary is waived if the externship fulfills a required field placement or an internship is required under a health profession education program, in which case IHS will pay school tuition and fees.

**Note:** The salary is based on the student's experience and the number of completed semester hours in their academic program according to Personnel Standards, rules and regulations. The ratings listed below are proposed grade levels based on the number of credit hours completed. The personnel office responsible for the extern position will determine your grade level.

- » GS-3: 30 semester hours/45 quarter hours
- » GS-4: 60 semester hours/90 quarter hours
- » GS-5: bachelor's degree (120 semester hours/180 quarter hours)
- » GS-7: first year of graduate school (18 semester hours of graduate education, 27 quarter hours of graduate selection)

- » GS-9: master's degree or equivalent graduate degree or two full years of progressively higher graduate education leading to a degree such as Bachelor of Laws (LLB) or JD (Juris Doctor), if related.
- » GS-11: PhD or equivalent doctoral degree or three full years of progressively higher level graduate education leading to a degree such as Master of Laws (LLM), if related.

## Travel

Extern may request travel reimbursement for one round trip to the extern site. The request for **Extern Travel Reimbursement (Form IHS-856-17)** must be completed and submitted prior to travel.

Travel reimbursements are authorized based on the travel and transportation allowance under federal regulations.

If an advance for travel is required, you may work directly through your coordinator and the Area Office, Service Unit or health clinic where you are assigned.

**Do not, under any circumstances, travel without authorized travel orders.**

## Housing

Students are responsible for finding their own housing. Information on housing may be available from the Area Coordinator, Discipline Representative and/or Extern Coordinator. A minimal allowance can be made for transportation of goods, but requires authorization on your travel orders.

**Please stay in touch with your area scholarship coordinator and Extern Coordinator to verify all your arrangements before traveling to the extern site.**



## SECTION G: Contact Information

### Overview

This section describes key personnel involved with your scholarship award and includes their location and contact information. Submit your required reports and forms to the appropriate person and feel free to contact that person with any questions you might have. The IHS Scholarship Program staff is ready to help you and has an interest in your success.

You can also access information about specific personnel at [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov).







# SECTION G: Contact Information

## Area Office Scholarship Coordinators, Indian Health Service Area Offices and Special Scholarship Offices

A complete listing of the Indian Health Services Area Offices, Scholarship Coordinators and Special Scholarship Offices is in this section. The role of the Area Scholarship Coordinator is to serve as your primary contact within IHS for technical and programmatic questions, to monitor your academic performance and to assist you with the placement process. This is the first person you should contact with questions concerning your scholarship.

### Aberdeen Area IHS (Iowa, Nebraska, North Dakota, South Dakota)

Kim Annis  
Office of Professional Services  
115 4th Avenue, SE  
Federal Building, Room 215  
Aberdeen, SD 57401  
Phone: (605) 226-7466  
Fax: (605) 226-7321  
kim.annis@ihs.gov

### Alaska Area Native Health Services (Alaska)

Rea Bavilla (Asst. Krista Hepworth)  
4000 Ambassador Drive, Suite 114  
Anchorage, AK 99508  
Phone: (907) 729-1348 or (800) 684-8361  
Fax: (907) 729-1335  
rbavilla@anthc.org

### Albuquerque Area IHS (Colorado, New Mexico)

Cora Boone  
5300 Homestead Road, NE  
Albuquerque, NM 87110  
Phone: (505) 248-4418 or (800) 382-3027  
Fax: (505) 248-4420  
cora.boone@ihs.gov

### Bemidji Area IHS (Illinois, Indiana, Michigan, Minnesota, Wisconsin)

Tony Buckanaga  
Federal Building, Room 209  
522 Minnesota Avenue, NW  
Bemidji, MN 56601  
Phone: (218) 444-0486 or (800) 892-3079  
Fax: (218) 444-0498  
tony.buckanaga@ihs.gov

### Billings Area IHS (Montana, Wyoming)

Delon Rock Above  
2900 4th Avenue, North  
Billings, MT 59107  
Phone: (406) 247-7100  
Fax: (406) 247-7251  
delon.rockabove@ihs.gov

### California Area IHS (California, Hawaii)

Mona Celli  
650 Capitol Mall, 6th Floor  
Sacramento, CA 95814  
Phone: (916) 930-3981 Ext. 724  
Fax: (916) 930-3952  
mona.celli@ihs.gov

### Nashville Area IHS (Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia and District of Columbia)

Gina Blackfox  
711 Stewarts Ferry Pike  
Nashville, TN 37214  
Phone: (615) 467-1575  
Fax: (615) 467-1595  
gina.blackfox@ihs.gov

### Navajo Area IHS (Arizona, New Mexico, Utah)

Roselinda Allison (Asst. Aletha Jamie John)  
IHS Complex, Hwy 264  
PO Box 9020  
Window Rock, AZ 86515  
Phone: (928) 871-1358 or (928) 871-1360  
Fax: (928) 871-1383  
roselinda.allison@ihs.gov

# SECTION G: Contact Information

## Oklahoma City Area IHS (Kansas, Texas, Oklahoma)

Melissa Langley  
3625 NW 56th Street  
Oklahoma City, OK 73112  
Phone: (405) 951-6040 or (800) 722-3357  
Fax: (405) 951-3771  
melissa.langley@ihs.gov

## Phoenix Area IHS (Arizona, Nevada, Utah)

Kimberly Honahnie  
2 Renaissance Square  
40 N. Central Avenue, #510  
Phoenix, AZ 85004  
Phone: (602) 364-5253  
Fax: (602) 364-5358  
kimberly.honahnie@ihs.gov

## Portland Area IHS (Idaho, Oregon, Washington)

Laurie Veitenheimer  
1220 SW 3rd Avenue, Room 476  
Portland, OR 97204  
Phone: (503) 326-6983  
Fax: (503) 326-2702  
laurie.veitenheimer@ihs.gov

## Tucson Area IHS (Texas, Arizona)

Kimberly Honahnie  
2 Renaissance Square  
40 N. Central Avenue, #510  
Phoenix, AZ 85004  
Phone: (602) 364-5253  
Fax: (602) 364-5358  
kimberly.honahnie@ihs.gov

## IHS Discipline Representative

The role of the IHS Discipline Representative of your particular health discipline is to monitor your academic performance in order to assure your success in your health education. The Discipline Representative also assists Health Professions Scholarship recipients with extern and service obligation placements and with placement to complete their service obligation. Please refer to the following listing of Discipline Representatives. You can also access information about specific personnel at [www.careers.ihs.gov](http://www.careers.ihs.gov).

### Coding Specialist Medical Records

Ms. Patricia Gowan  
Indian Health Service, PHX  
2 Renaissance Square  
40 N. Central Avenue, #606  
Phoenix, AZ 85004  
Phone: (602) 364-5172  
pat.gowan@ihs.gov

### Injury Prevention

Ms. Nancy Bill  
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### Master of Public Health: Epidemiology

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### Master of Public Health: Health Care Administration

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**Community/Public Health Education, BS degree**

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**Optometry/Optician**

CAPT Michael Candreva, OD  
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**Physician Assistant/Pre-Medical/Physician,  
Osteopath/Physician, Allopath**

Dr. Philip Smith  
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**Pre-Clinical Psychology/Clinical Psychology/  
Chemical Dependency Counseling/Counseling Psychology**

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**Pre-Dentistry/Dentistry/Dental Hygiene**

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**Pre-Dietetics/Dietetics/Public Health Nutrition**

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**Pre-Engineering/Engineering**

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# SECTION G: Contact Information

## Pre-Medical Technology/Medical Technology

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## Pre-Nursing/Associate Degree Nurse/Baccalaureate Degree Nurse/Pediatric Nursing/Geriatric Nursing/Psychiatric Nursing/Women's Health Nursing/Registered Nurse Anesthetist

Ms. Sandy Haldane  
Director, DNS  
Indian Health Service  
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## Pre-Pharmacy/Pharmacy

RADM Robert E. Pittman  
Dir. DHPS/Pharmacy Program  
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## Pre-Physical Therapy/Physical Therapy/Physical Therapy Assistant/Pre-Occupational Therapy/Occupational Therapy/Respiratory Therapy

CDR Toni Allen Donahoo  
Carl Albert Indian Hospital  
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## Pre-Podiatry/Podiatry

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## Pre-Sanitation/Environmental Health: Sanitation

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## Pre-Social Work/Social Work

Ms. Deanna Dick  
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## Radiology Technology/ Ultrasonography

Mr. Richard Gwilt  
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## IHS Scholarship Branch Chief

The IHS Headquarters Scholarship Branch Chief is responsible for the coordination of the programmatic aspects for the five sections of P.L. 94-437, Title I, and for the activities of the Area Scholarship Coordinators. Additionally, the IHS Headquarters Scholarship Branch Chief serves as the authority on programmatic issues and decisions. The mailing address is:

CDR Dawn A. Kelly, O.D.  
IHS Scholarship Branch Chief  
801 Thompson Avenue, Suite 450  
Rockville, MD 20852  
Phone: (301) 443-6622  
Fax: (301) 443-6048  
dawn.kelly@ihs.gov

## IHS Scholarship Award Program Compliance Analyst

The IHS Scholarship Award Program Compliance Analysts are responsible for the coordination of the various scholarship program functions and processes and, as part of this

responsibility, work with scholarship recipients so that the recipients comply with their obligations and/or liabilities. The analysts monitor the deferment and completion of the recipients' service obligations. In addition to these duties, analysts work with the Division of Grants Operations on matters dealing with payments, applications/awards, and related processing. The analysts track and record data pertaining to the recipients and monitor their academic progress to ensure compliance while the students are in school. Analysts maintain ongoing communications with the Area Scholarship Coordinators, as well as with other IHS components, governmental agencies and Tribal organizations. The mailing address is:

801 Thompson Avenue, Suite 450  
Rockville, MD 20852  
Phone: (301) 443-6197  
Fax: (301) 443-6048

## Default Waiver Coordinators

The Default Waiver Coordinators monitor the default/waiver functions of the IHS Scholarship Award Program. The mailing address is:

CDR Susannah Olnes, M.D.  
801 Thompson Avenue, Suite 450  
Rockville, MD 20852  
Phone: (301) 443-0049 or 2443  
Fax: (301) 443-6048  
susannah.olnes@ihs.gov

## Scholarship Program Extern Coordinator

The IHS Scholarship Extern Coordinator is responsible for the funding of the IHS Scholarship Extern Program. The coordinator verifies and reconciles data on all externs by Area Office. The coordinator also establishes and maintains cooperative and ongoing communications with Area Scholarship Coordinators as well as other IHS components, government agencies and Tribal organizations to ensure that externs are in compliance with Scholarship Program requirements. The mailing address is:

Ms Vickye Santiago  
801 Thompson Avenue, Suite 450  
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vickye.santiago@ihs.gov

## IHS Division of Grants Operations Officer

The IHS Division of Grants Operations is responsible for the administration of the scholarship program in accordance with grant policies and procedures. In addition, all management of appropriate business functions of the scholarship program is the Officer's responsibility. The mailing address is:

Ms. Kimberly Pendleton  
801 Thompson Avenue, Suite 120  
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kimberly.pendleton@ihs.gov

## IHS Grants Scholarship Coordinator/Management Specialist

The IHS Grants Scholarship Coordinator is responsible for the coordination of all business functions of the scholarship program. These include application distribution, obligation of funds, award notifications, and payment of invoices and monthly stipends. The mailing address is:

Mr. Craig Boswell or Mr. Bernard Covers Up  
801 Thompson Avenue, Suite 120  
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bernard.coversup@ihs.gov

## Health Professions Support Branch Chief

The Health Professions Support Branch Chief is responsible for coordinating the identification and approval of specialties for post-graduate residency training programs for physicians. The mailing address is:

801 Thompson Avenue, Suite 450  
Rockville, MD 20852  
Phone: (301) 443-4242  
Fax: (301) 443-1071



## SECTION H: Sample Contracts





