



**REQUEST FOR IN-PERSON HEARING**

Please complete the following information and return to the Oklahoma Health Care Authority **no later than ten days** prior to the hearing to: *Oklahoma Health Care Authority, Grievance Docket Clerk, Legal Division, P.O. Drawer 18497, Oklahoma City, OK 73154-0497. Fax Number: 405- 530-3444 Phone Number: 405-522-7217, email: docketclerk@okhca.org* . A form not received back in time could result in the denial of the request. **You will be notified only if your request is denied.**

**Member Information**

Member Name: \_\_\_\_\_ Member ID: \_\_\_\_\_

Member Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Member/Authorized Representative**

\_\_\_\_\_  
**Date**

**Location and Parking**

- The Oklahoma Health Care Authority’s physical address is 4345 N. Lincoln Blvd., Oklahoma City, OK 73105 and is located between NW 36<sup>th</sup> and 50<sup>th</sup> streets on the west side of Lincoln Blvd.
- Enter the building through the main entrance that faces Lincoln Blvd.
- Once inside the building, there will be a receptionist that can assist you.
- Visitor parking is located at the front of the building with a limited number of handicapped parking.

**OHCA USE ONLY**

Date Received: \_\_\_\_\_

Forward to Attorney: \_\_\_\_\_

Forward to ALJ: \_\_\_\_\_

Member contacted: \_\_\_\_\_



**ADDRESS**

4345 N. Lincoln Blvd.  
Oklahoma City, OK 73105



**WEBSITES**

okhca.org  
mysoonerCare.org



**PHONE**

Admin: 405-522-7300  
Helpline: 800-987-7767