



Anderson Free Clinic

NEW PATIENT AND RE-CERTIFICATION APPLICATION

NEW PATIENTS: Please complete application and bring along with required documents any Wednesday morning from 8:00am until 9:00am for an initial screening to see if you qualify. Patient can drop off completed application along with required documents Monday-Friday if not able to stay for intake screening. Intake coordinator will review all information and contact patient to schedule final intake appointment.

ALREADY A PATIENT: To recertify each year, please complete application and required documents and sign in at front window during regular business hours for patient to meet intake coordinator. **No incomplete applications will be accepted** and processing can take up to one week.

New Patient Application

Recertification

SECTION 1: PATIENT CONTACT INFORMATION

LAST Name: _____ First Name: _____ M: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (cell): _____ Phone (home): _____

Social Security #: - - Birth Date: _____ Male Female

Emergency Contact: _____ Phone: _____ Relationship: _____

Primary Language: _____ Do you need an interpreter? (circle): YES NO

SECTION 2: INCOME AND INSURANCE QUESTIONS

Number of people in your household, including you: _____

1. _____ Relationship to you _____ 2. _____ Relationship to you _____

3. _____ Relationship to you _____ 4. _____ Relationship to you _____

EMAIL: _____

Housing Status: (Check which one applies):

Own Rent Friend/Relative HUD/Section 8/Public Housing
 Shelter Haven of Rest Homeless Other – please name _____

Do you have medical insurance from any of the following: (Check all that apply)

Medicaid Medicare Private Insurance VA/Military

| | | | |
|---|---|---|--|
| <u>Marital Status</u> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Partner | <u>Education Level</u> <input type="checkbox"/> Grade School <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate | <u>Race/Ethnicity</u> <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Other _____ | <u>Employment Status</u> <input type="checkbox"/> Employed Full Time <input type="checkbox"/> Part Time or Temp <input type="checkbox"/> Retired <input type="checkbox"/> On Social Security Disability <input type="checkbox"/> Unemployed since _____ Month / Year |
|---|---|---|--|

Total MONTHLY household income: (please list ALL income for ALL members of your household listed above)

Salary/Wages: _____ (you) _____ (spouse) _____ (other)
SSI/SSA or Pension /Benefits: _____ (you) _____ (spouse) _____ (other)
Child Support: _____ Alimony _____
Housing Allowance: _____
Unemployment: _____
Food Stamps: _____

Office use only:

PF# _____

CALL BACK INFO:
Date: _____
Response: _____

To be completed by AFC:

HH SIZE: _____ Total Income: _____ ELIGIBLE: _____ CERT Expires: _____
Screened By: _____ on (date) _____

SECTION 3: MEDICAL INFORMATION

Please check if you have any of the following conditions:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> COPD (lung disease) | <input type="checkbox"/> Dental Problems | <input type="checkbox"/> Excessive Thirst |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Congestive Heart Failure | <input type="checkbox"/> Excessive Urination | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Stroke | <input type="checkbox"/> Arthritis |
| <input type="checkbox"/> Chest Pain | <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Heart Attack | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Sleeping Problems | <input type="checkbox"/> Fast weight <small>circle</small> loss or gain | <input type="checkbox"/> Constant muscle pain | <input type="checkbox"/> Blurry Vision |
| <input type="checkbox"/> Pain, Numbness, and tingling in the arm, wrist, hand, or fingers | | | |
| <input type="checkbox"/> Change in urination like: difficult urinating, holding back urine, slow urine flow | | | |

LIST ALL MEDICATIONS YOU ARE CURRENTLY TAKING:

****ALLERGIES****

I HAVE NO KNOWN DRUG ALLERGIES

Smoking/Tobacco use:

- | | |
|---|--|
| <input type="checkbox"/> I have never smoked/used tobacco | <input type="checkbox"/> I currently smoke or use tobacco products (pipe, cigar, etc.) |
| <input type="checkbox"/> I quit using tobacco _____ years ago | # packs per day _____ how many years _____ |

Medical history (Circle any conditions the following family members have had):

| Mother | Father | Sibling(s) | Maternal Grandparent | Paternal Grandparent |
|---------------|---------------|---------------|----------------------|-----------------------------|
| Cancer | Cancer | Cancer | Cancer | Cancer |
| Diabetes | Diabetes | Diabetes | Diabetes | Diabetes |
| Heart Attack | Heart Attack | Heart Attack | Heart Attack | Heart Attack |
| Heart Disease | Heart Disease | Heart Disease | Heart Disease | Heart disease |
| High BP | High BP | High BP | High BP | High BP (BP=Blood Pressure) |
| Stroke | Stroke | Stroke | Stroke | Stroke |
| Respiratory | Respiratory | Respiratory | Respiratory | Respiratory (problems) |
| Don't know | Don't know | Don't know | Don't Know | Don't know |

Were you hospitalized in the past 6 months? YES /NO

Name of Hospital: _____

Reason: _____

Other health concerns:

SECTION 4: CERTIFICATION

I _____, certify that the above information is correct. I understand that completing this application does not guarantee I will be eligible for Anderson Free Clinic services. **I understand that providing false or incomplete information, or failing to notify the clinic of change in household income or insurance status may result in my dismissal from being a free clinic patient.**

X _____
Patient Signature

Date

SECTION 5: Patient Responsibilities:

Please initial next to the following, indicating that you have read, understand and agree to the following consequences should you fail to comply with the following responsibilities:

Initials

BEHAVIOR: Patients are expected to behave appropriately while on free clinic property or at any other location associated with the free clinic. Engaging in any of the following **UNACCEPTABLE BEHAVIORS** will result in my immediate dismissal from the Anderson Free Clinic:

- Any act of Violence, rude and disruptive behavior, verbally threatening or intimidating staff, volunteers, or other free clinic patients
- Bringing weapons of any kind onto Anderson Free Clinic property
- Using or possessing illegal substances on Anderson Free Clinic property
- Discriminating against Staff/Volunteers/Others on the basis of Race, ethnicity, gender, national origin, religious affiliation, or sexual orientation
- Damaging, littering, or showing disrespect to, or smoking on AFC property
- Using profanity, yelling, or otherwise exhibiting rude/disruptive behavior
- Failing to adhere to the agreed-upon treatment plan or providing false information about previous medical care
- Arriving intoxicated on Free Clinic property
- Attempting to contact our Volunteer Physicians or referral doctors at their private practices or outside the context of the Free Clinic
- **Requesting prescriptions for controlled substances**
- **Asking AFC providers to fill out Disability forms or other paperwork certifying medical conditions**
- Engaging in disruptive or disrespectful behavior during a referral appointment or otherwise violating the Free Clinic Physician Referral Policy
- Failing to recertify with the Intake Coordinator on an annual basis or as requested

Initials

PHARMACY: Pharmacy hours are Mon-Fri 9am-3pm. Failure to meet the following guidelines may result in temporary or permanent lack of access to medications:

- Meet all deadlines to sign paperwork or turn in financial/insurance documents requested by the Patient Assistance Program Coordinator and required by pharmaceutical companies
- Failure to give our staff your most current phone and contact information
- Medications and refills for new patients take 3 BUSINESS days to be processed. For existing patients it takes 2 business days to be processed. Patients are responsible for requesting their medications accordingly
- Pharmacy will not give medications without a valid prescription. If out of refills, the patient MUST be seen by an AFC medical provider for a prescription to be written and filled
- Refills are written at provider discretion and may be subject to requested labs and tests

FEES: I understand that I am responsible for all services that are not covered as a patient here at the free clinic. It is my responsibility to find out all costs associated with outside services. Additionally, I am responsible for paying Free Clinic and Pharmacy fees which include the annual \$15 recertification fee and the \$2+ per medication charged by the pharmacy.

X

Patient Signature

Date

SECTION 6: No Show, Lab and Referral Policy Agreement

It is expected that all patients arrive on time for appointments and come prepared **BRING ALL MEDICATION BOTTLES. Lab work must be done at least 2 weeks prior to your appointment date.**

1. If I arrive more than 15 minutes late for any appointment, my appointment will be cancelled and I will be counted as a NO-SHOW.
2. CANCELLED APPOINTMENTS may be rescheduled by leaving a message at (864) 512-7804 with Patient Name and date of birth. **Appointments must be cancelled at least 24 hours in advance.** AFC has the right to refuse to reschedule repeated cancellations, regardless of the reason for cancellation.
3. OTHER REASONS FOR NO-SHOWS include 1) showing up for any appointment without all of my medications in original bottles and/or 2) failing to complete lab tests within at least two weeks of my scheduled appointment 3) failing to complete radiology orders.
4. If you show up for an appointment INTOXICATED/Under the influence of Alcohol or Illegal substances, you will be NO-SHOWED for the appointment, requested to leave the premises, and given a formal warning of dismissal.

THE THIRD "NO SHOW" of an existing patient in a twelve-month period will result in suspension of medical , dental, and vision appointment privileges for one year from the date of the third no- show. Patients will be scheduled at the end of the day, when an opening is available. Patients will still be able to use the pharmacy as long as they have refills. **Recurring No-Shows after 12 months suspension are grounds for dismissal.**

Anderson Free Clinic Physician/Dentist Referral Policy:

1. Appointments will be made by the Free Clinic staff and you will be notified by of the date and time
2. We CANNOT guarantee an appointment. Some physicians volunteer their time at their own practices to help Free Clinic patients who need care from a specialist, as per our referrals. **Patients who miss referral appointments with no cancellation calls may not get that appointment rescheduled.**
3. Medications prescribed by the referral provider can be filled at the Free Clinic pharmacy if we carry that medication or can obtain it. **If not,** it is the patient's responsibility to obtain the medication.
4. You MUST have your certification current at the Free Clinic to be eligible for a referral visit.
5. You must be seen first by a primary care physician and given a referral form which you must present at the time of your referral appointment in order to be seen
6. All free clinic policy regarding behavior and actions that are grounds for dismissal apply at any referral appointment or facility where labs are completed
7. It is YOUR responsibility to call the referral doctor's office if you need to cancel or reschedule an appointment. Appointments missed without YOU notifying the doctor's office may NOT be rescheduled.
8. Additional responsibilities may apply **depending on the referral office.** We have agreed to follow their individual guidelines and these may vary from office to office.
9. It is your responsibility to verify if there are any costs associated with your referral visit and you will be responsible for paying or seeking financial assistance for any bills related to referral appointments.

SECTION 7: Rights that I am Forfeiting

I understand that by receiving free care, I waive my right to take legal action against any and all medical and dental providers or ancillary personnel at this clinic or to otherwise seek a monetary recovery from Anderson Free Clinic and/or its employees and health care volunteers for any alleged professional acts of negligence, except for acts or omissions that are deemed to be grossly negligent or are considered willful and malicious, regardless of where such services are performed.

X _____
Patient Signature

Date

SECTION 8: South Carolina Consent for Care

I am asking for care at this facility. I understand that upon becoming a patient of the Anderson Free Clinic I will receive services by one or more medical practitioners working without financial compensation and in good faith. I agree to receive medical services voluntarily and without compensation, expectation, or promise thereof; these medical services will be rendered by medical providers volunteering their service associated with Anderson Free Clinic. I agree to permit the medical provider and other caregivers associated with Anderson Free Clinic to treat me in ways they judge beneficial to me. I understand that this care may include tests, examinations, medical and/or surgical treatment. No one has given me any guarantee of how these examinations and treatment will affect my condition or me. This acknowledgement or agreement has been made prior to the rendering of medical services by the medical provider.

X _____
Patient Signature Date

RELEASE AND RETREIVAL OF INFORMATION TO PHARMACEUTICAL, AGENCIES, INDIGENT CARE PROGRAMS, AND VARIOUS REFERRAL PROVIDERS:

I provide consent/permission to Manufacturers Patient Assistance Programs or it's designees to review patient records (both eligibility and pharmacy) for auditing purposes. I also provide consent/permission to share biographical, including facts related to my health, and financial information with other agencies, pharmaceutical companies, indigent care programs, and various referral providers to better find and secure the appropriate care, medication, and/or treatment.

I ALSO UNDERSTAND THAT I HAVE THE RIGHT TO REFUSE TO PROVIDE ANY INFORMATION UPON REQUEST, BUT IN SO DOING I UNDERSTAND THAT THIS MAY ALSO LIMIT THE RESOURCES/SERVICES AVAILABLE TO ME.

X _____
Patient Signature Date

MEDICAL INFORMATION RELEASE TO INDIVIDUALS REGARDING MY HEALTH/ EMERGENCY CONTACT

Upon signature below I: (Choose one by checking below)

I AUTHORIZE AFC to leave messages or speak with the following person(s) regarding appointments, diagnosis, records, and/or examination rendered to me while I am an established patient of the Free Clinic:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

I DO NOT AUTHORIZE AFC to speak with anyone else regarding appointments, diagnosis, records, and/or examination rendered to me while I am an established patient of the free clinic.

X _____
Patient Signature Date

PATIENT APPLICATION DOCUMENTS NEEDED

NAME: _____

DOB: _____ TODAY'S DATE: _____

_____ **\$15.00 Certification Fee** – Cash, check or money order

_____ Medicaid Denial Letter from DSS office located at 224 McGee Rd.
Anderson, SC 29625

_____ SNAP letter (food stamp letter) from DSS office located at 224 McGee Rd.
Anderson, SC 29625

_____ Valid South Carolina driver's license or photo ID, passport, employment
card or permanent resident card – CANNOT BE EXPIRED

_____ Social security card or document with social security number printed on it
or letter from DHHS showing a replacement card has been applied for

_____ Proof of income for 1 month – current pay stubs, bank statement,
retirement income statement, W2 forms, last year's tax return or other income
documentation for you and every person living in your household

_____ Signed support form – letter signed by the person(s) who provides you
with financial or living assistance stating what they do for you – housing, utilities,
groceries, etc. PLEASE INCLUDE THEIR NAME AND CONTACT PHONE NUMBER

_____ Proof of residence – written proof that you live at the address listed on
your application – utility bill, lease agreement, bank statement, junk mail, etc.

_____ Proof of NO insurance – letter from employer, on company letterhead,
stating that insurance is not provided or listing the amount it would cost you to
obtain insurance through your employer

_____ OTHER: