

## THE BARRIER ISLAND FREE MEDICAL CLINIC, INC.

### New Patient Introduction

The Clinic provides free health care for patients who meet our eligibility requirements. Please review this information to understand how the Clinic works and what your responsibilities are. In order to establish yourself as a patient, you will need to provide the following information that proves:

- Personal Identification such as a driver's license, passport or other photo ID or birth certificate showing you are over 18.
- Proof of address, showing residency on James, Johns or Wadmalaw Islands such as a utility bill in your name. You must live or work on any of these islands to be eligible for services.
- Proof of Household Income such as 2 current consecutive pay stubs, Social Security, Unemployment, Food Stamps or other statement of income.
- YOU MUST HAVE NO MEDICAL INSURANCE

#### APPLICATION PROCESS:

- 1) Complete the BIFMC Patient Application Demographics and Medical History. Sign and date the Consent for Treatment and New Patient Introduction sheet and return to the front desk.
- 2) Provide your documentation for proof of Identity, Address and Income.
- 3) If all documentation is in order you may be seen at the Walk in clinic or make an appointment to return and see a doctor.
- 4) Be sure to bring all medications with you to your appointment. Be sure to ask the doctor for refills and to fill out or sign medical forms before leaving the exam room.
- 5) After seeing the doctor you may require a return appointment. The doctor or staff member will notify the front desk, where they will set up an appointment for you.
- 6) If any prescriptions are written or tests ordered for you, please be sure to let the front desk staff make a copy for our record. You may assume all test results are normal unless the staff calls you to set an appointment to discuss the results with your doctor. Test results are not discussed over the phone by staff members. It is extremely important that we have your correct contact information.
- 7) After your initial visit you will have 10 days to be sure we have all documentation, no other services will be provided until these requirements are met.
- 8) You are responsible for cancelling an appointment if necessary. If you miss 3 consecutive appointments, you will lose your appointment privileges and only be eligible for services at the walk in clinic.
- 9) If you are more than 20 minutes late for an appointment you may be rescheduled.

**I Have Received a copy of the Notice of Privacy Practices and**

**I have read and understand the above information**

Signature\_\_\_\_\_

Date\_\_\_\_\_