

Admission Criteria

Mariam Clinic is not a walk-in clinic. Mariam Clinic sees patients by appointment only. Patients will be accepted for care based on consideration of eligibility and be referred to other resources if the agency cannot meet the patient's needs.

PURPOSE

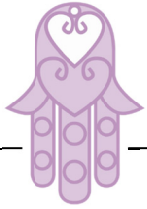
To establish standards and a process by which a patient can be evaluated for admission.

ADMISSION CRITERIA INCLUDE

1. The patient must live or work in Wake or Durham County.
2. The patient must have no private health insurance.
3. The patient must not have, or qualify for, Medicaid, Medicare, VA Benefits.
4. Applicant must be between the ages of 18 and 64 years of age.

PROCEDURE

1. Applicants must provide all necessary information and meet income guidelines.
2. Applications are accepted every Saturday from 2-4 pm and Sunday 2-4 pm. The interview process includes the following:
 - a. **Proof of Identity:** The client be asked to provide proof of identity: driver's license, birth certificate, SS card, state ID, or voter registration
 - b. **Proof of Address** (the client may use one of the following):
 - i. NC Driver's license, learner's permit or state issued ID; Current utility bill with name/address; Bank statement with name/address; NC voter registration card.
 - ii. Current Social Services check or letter; Current County/City billing statement.
 - c. **Proof of Residence:**
 - i. Current rent receipt, lease agreement, or mortgage statement with the address, your name and your landlord's name and address. Letter from employer if same provides housing. If you are homeless, your shelter must give us a letter, on letterhead, stating that you stay there.
 - d. **Proof of Income** (Choose one below):
 - i. Each working member of the household must produce proof of income, such as: Federal tax return for the last year, and a copy of the last pay stub or evidence of disability/retirement payments.
 - ii. Copy of the last two pay stubs.
 - iii. Copy of last two disability or retirement checks. If you have direct deposit for these checks, you must provide a bank statement.
 - iv. If you are paid in cash, a Verification of Employment Form must be completed and signed by your employer. We may call the employer to verify your information.



Mariam Clinic

3126 Blue Ridge Road

Raleigh, NC 27612

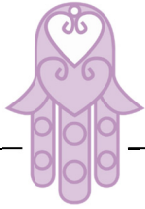
Tel: (919) 824-4672

Fax: (919) 439-3778

Eml: clinic@mariamclinic.org

<http://www.mariamclinic.org>

- v. If you are self-employed, bring your accounting books or a record of state tax sales revenue for the past year.
 - vi. If you have no income, we require a letter of support from the person who provides food and shelter for you. In addition, that person must provide proof of income.
 - vii. If you are recently unemployed, bring your last two pay stubs and information about any unemployment compensation you will be receiving.
 - viii. If you are living on savings, you must provide three of your most recent bank statements.
3. We do not provide emergency care.
 4. We cannot care for pregnant women.
 5. Appointments for medical care can usually be scheduled within 6-8 weeks.
 6. Patient rights and responsibilities are explained to the patient/family.
 7. A clinical record is initiated for each patient admitted.
 8. If a patient does not meet the admission criteria or cannot be cared for by the clinic, the clinical coordinator should be notified and appropriate referrals to other sources of care made on behalf of the client.
 9. A record of non-admits will be kept for statistical purposes including date of assessment, patient name, reason for non-admit, referral to other health care facilities, etc.



Eligibility Policy Addendum

As adopted by the Board of Directors March 30, 2011:

1. The receiving of services at the clinic for anyone, regardless of circumstances, is not an entitlement. It is expected that all providers, contributors and receivers of services do so in the spirit of charity.
2. The Board of Directors has the final authority on the admission of any patient to the clinic. The Executive Director is given the power to exercise that authority. The Board has the right and authority to refuse service to anyone, at any time, and for any reason. The Executive Director is given the power to exercise that authority. Failure to observe and abide by the rules stated here are grounds for refusal. However, let it be clear that these are guidelines and not limitations on those grounds. The Board, and the Executive Director, maintains full discretion regarding eligibility for any service at any time.
3. Regarding financial investigation to determine eligibility, failure by the applicant to be completely honest and forthright is grounds for permanent ineligibility.
4. It is required for eligibility that at least one adult member of the household be gainfully employed.
5. Regarding determination of a "household", only those immediate family members related by marriage, blood, or legal adoption will be considered as potential members of the applicant's household. Immediate family members are defined as husband, wife, and dependent children, stepchildren, grandchildren, or parents that are living full-time within the home. Full time students up to age 21 who live at home with their parent(s) or guardian(s) may be considered eligible. Over age 18, only handicapped adults who are legal dependents may be considered eligible.
6. Part-time employment may not constitute eligibility. It is understood that there is a difference between continuous part-time employment while searching for full-time employment, and erratic employment or occasional contracted jobs.
7. A person that has been laid off from a job within the past three months through no fault of their own, is eligible for unemployment benefits, and is actively searching for work may be deemed temporarily eligible as the Board and Executive Director may choose to consider special circumstances. Temporary eligibility may not exceed six months.
8. A person may be deemed ineligible if he has access to affordable healthcare coverage but elects not to obtain it.
9. Because circumstances change, patients may be re-screened at six-month intervals to determine continued eligibility or as deemed necessary by the Board or the Executive Director.