**PARTNERS FOR HEALING**

**Policies and Procedures**

Name of Policy: **Patient Assistance**

Date: 07/11/2022

Reviewed/Revised:

**POLICY:**

Community Health Worker or Case Manager will assist patient in filing for Patient Assistance. Patients should meet minimum requirements and need continual medication refills.

**PROCEDURE:**

1. Patient will fill out application for appropriate drug company
2. Application will be faxed or mailed with a current copy of income documentation to the address or number on the application
3. Patient assistance applications are kept in pending application folder located (xxxxxxxx) until the application is either approved or denied
4. One the application is approved or denied the application will be moved to the patient assistance folder and patients’ chart will be updated in quickview with the date of approval or denial
5. Patient assistance medications are kept in the medication cart inside the med room or in the refrigerator