

REFERRAL BY: _____ AGENCY: _____

- PHONE REQUEST
- WALK IN REQUEST
- CLINIC REQUEST

DATE OF REFERRAL: _____ TIME OF REFERRAL: _____

Request for Care Services

Help us to quickly schedule your intake by answering the following questions:

1. Name _____ Phone # _____

2. Do you need a bilingual case manager to call you back?

___ Yes. ___ No.

3. When a case manager calls you to schedule your initial appointment, is it okay to leave a detailed message identifying that the call is from BCAP? If requested, the call from the case manager will be confidential. She/he will not mention they are from BCAP to anyone answering the phone or on voice mail.

___ Yes. Okay to say BCAP. ___ No. Please be discreet/confidential.

4. How did you hear about BCAP?

___ health care provider ___ other agency ___ family/friend
___ jail, police, justice system ___ self ___ other _____

5. What is the **immediate need** that brings you to BCAP at this time?

___ general case management services ___ housing assistance/homeless
___ medical care/prescriptions ___ insurance
___ financial assistance ___ HIV information
___ other _____

Note to the person making referral:

- If an individual appears to be in crisis, you may ask for an available BCAP case manager. If a case manager is not available, please assure the caller that he or she will be contacted by a case manager within two business days. You can also offer the caller: **24-hour Suicide/Crisis Line -- Mental Health Center**
303-447-1665 (Boulder) or 303-684-0555 (Longmont)
- If the referral is being taken over the phone, read the list of items that caller needs to bring to intake appointment.
- If the referral is being made in person, cut off the bottom of this page and give it to the person requesting the referral.

----- ✂ ----- DETACH HERE ----- ✂ -----

Date of referral: _____

BRING THE FOLLOWING PAPERWORK TO YOUR INITIAL APPOINTMENT:

- Proof of diagnosis** – (copy of labs with T-cell count and viral load; written statement from clinic or physician)
- Proof of residence** (i.e., utility or phone bill, lease)
- Current I.D.** (i.e., Colorado i.d.; driver’s license)
- Insurance information** (Medicaid, Medicare, private insurance card) or CICIP card
- Financial information** (SSI/SSDI award letter, TPQY, or pay stub)

A case manager will call you within two business days to set up an appointment.