

### Have you read the Matthew 25 Patient Information brochure?

This brochure on Patient Assistance Program information is supplemental to the Patient Information brochure which informs you of general procedures of our clinic, who qualifies and how to apply to become a patient. This brochure gives more detailed information, about Patient Assistance services and practices.

### What is Patient Assistance?

Patient Assistance is the term commonly used by drug companies to identify their programs for distributing their drugs free of charge to those who qualify.

### What is the Patient Assistance Program?

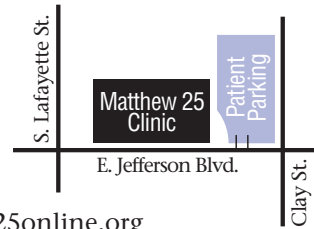
Matthew 25 has an entire area named Patient Assistance which connect their patients and their prescribed medications with Patient Assistance programs of the drug companies.

The pharmaceutical companies have their own requirements and forms to be signed. From experience we know our patients need our assistance in determining if they qualify and in completing the forms to apply for and to receive a given drug. As a patient of Matthew 25, some medications which have been prescribed for you may be available through Patient Assistance.

Clinic hours are posted on back for Medical and Dental, and are subject to change. Note that when a fifth Tuesday, Wednesday or Thursday evening of the month occurs, the clinic will be closed on that evening

Matthew 25 is a non-smoking property. Please do not smoke anywhere on our property.

Matthew 25 Health and Dental Clinic  
413 East Jefferson Boulevard  
Fort Wayne, In 46802  
PHONE 260.426.3250 FAX 260.426.0443



matthew25online.org

# Medical Hours

Mon.	8:30 - Noon	By Appnt.
	12:30 - 4:00	By Appnt.
	5:30 - 8:00	Closed
Tues.	8:30 - Noon	By Appnt.
	12:30 - 4:00	By Appnt.
	5:30 - 8:00	Closed
Wed.	8:30 - Noon	By Appnt.
	12:30 - 4:00	By Appnt.
	5:30 - 8:00	By Appnt.*
Thur.	8:30 - Noon	By Appnt.
	12:30 - 4:00	Closed
	5:30 - 8:00	By Appnt.*
Fri.	8:30 - Noon	By Appnt.
	12:30 - 4:00	By Appnt.
	5:30 - 8:00	Closed

\*Closed on the fifth Tues. Wed., or Thurs. evening of the month. Med Room closed evenings.

Matthew 25 Health and Dental Clinic is inspired by the Gospel to provide free primary healthcare services to uninsured, low income residents of Northeast Indiana and Northwest Ohio.

“I was sick and you looked after me... ‘I tell you the truth, whatever you did for one of the least of these my brothers of mine, you did for me”

Matthew 25:36 & 40

A part of the Fabric



This brochure is provided to inform you of patient assistance information, services and procedures. Brochures also available for Patient Information Medical Dental Patient Advocacy

# Patient Assistance

# How do I qualify for the Patient Assistance Program?

Being a patient at Matthew 25 does not automatically qualify you for Patient Assistance. The following documents are necessary so we can complete this process. Patient Assistance and other personnel scan or photocopy certain documents; they also assist in completing other necessary forms which you are asked to sign. The forms we ask you to sign are usually available when you receive your medications at the Medication Desk or sometimes at the Front Desk.

We will scan/copy:

**#4506 (IRS) form**, if you filed taxes for the past year (or going to file this year)

**#4506-T form** (IRS) if not filing taxes this year

**A copy of your W-2 form** until you bring in a copy of your taxes.

**Pay stubs for a 4-week** continuous period from all household members (within the last two months).

If living with someone that is not financially responsible for you, provide letter so stating.

Form or letter proving **Social Security income, Disability income, Unemployment income**

Form, letter, check showing **Pensions and/or Child Support**

If you are not a citizen of the U.S. citizen, but a resident of the USA, we need to copy your **Residency of the United States card.**

In addition, a lot of the drug companies encourage you, the patient, to utilize the resources available to you.

## Will applying for Medicaid disqualify me from being a patient at Matthew 25?

No, applying for Medicaid will not disqualify you. While the application is pending, or if the application is denied, you will remain our patient. If you are approved for Medicaid, Matthew 25 is not allowed to take care of you anymore, but we will assist you in finding another doctor in the community if requested.

## What happens if I need the medications before the PAP medications arrive?

Matthew 25 will provide you with a 15-30 day supply of the medications if they are available or an alternate medication will be prescribed until the medications arrives through PAP.

If appropriate, applying for Medicaid IS EXPECTED.

We will provide the paper work needed and our Patient Advocate will assist you with understanding the process.

You will need TO FOLLOW THROUGH!

Until we receive verification that you have applied for Medicaid and that it is pending or bring in a Medicaid Denial Letter, we will continue the 15 day process. If you bring in a Medicaid Denial Letter, we can get the medication from the drug company.

## When do I receive my medications?

As a part of every medical appointment, if medications are prescribed, they will be distributed to you at the Med Room window. You will receive your PAP medications there.

## How can I get refills on my medications?

If the PAP provider has given you refills on a medication, then call the medication refill line, 469-0232, 3 to 4 business days before you need to pick up your medication, so they can have it ready for you when you come in. If someone else is picking up your medication, please send a note with them giving them your permission.

## What happens if I don't have all the information needed by a given drug company?

Honestly, you won't get that drug through PAP.

We cannot process any applications without showing each person's unique financial situation. If you are not filing a tax return, unemployed, etc., we need to know all this so we can let the drug company's representative know. Please tell the Front Desk of any updates to your financial information since you were last seen at Matthew 25.

