

# Patient Eligibility At Bernard Healthcare

## Step 1: See If You Meet These Requirements

If you're an adult seeking routine health care at a reduced fee through the Bernard Healthcare Center, you must meet these requirements.

- Uninsured or Under-Insured
- Must be over 18 years of age
- Must reside in Franklin County or nearby
- Income at or below 300% of the federal poverty guidelines
  - Single Person – up to \$45,180 a year
  - Couple – up to \$61,320 a year
  - Family of 4 – up to \$93,600 a year (higher income may be had with more family members).

**If you do, schedule a registration appointment by calling the clinic between 8:00 A.M. and 4:00 P.M. Monday through Thursday.**

## Step 2: Bring These Documents To Your Appointment

Review the checklist below and bring copies of the necessary documents.

- ☐ Proof of residency in Franklin County area (VA Driver's License, ID Card, etc.)

**If you are working:**

- ☐ Proof of income for the household (last 1040 Federal Income Tax Return)
- ☐ 4 most recent pay stubs
- ☐ Food Stamp letter (monthly amount)
- ☐ Child support/Alimony statements

**If you are not working:**

- ☐ Unemployment benefits letter
- ☐ Disability check or Letter of Benefits
- ☐ Social Security check or Letter of Benefits

**If someone else provides your food and/or shelter**

- ☐ Either bring this person with you to your appointment or a letter stating as such.
- ☐ Bank statements (checking, savings, CD's, stocks, bonds, etc.)
- ☐ If completed: Your Registration Form

In most cases, you will see the doctor immediately after registering! After your first visit with one of our providers, you can simply call the clinic to make an appointment in the future.

## Step 3: Keep Your Eligibility Up-To-Date

To ensure you can maintain your care access, you will need to do the following:

- **New 1040 Annually:** Each patient is responsible for updating their income every year and providing a new 1040 by April 15 every year.
- **Register Annually:** Each patient is responsible for completing the registration form and providing updated documentation every year.
- **Update Life Changes:** Each patient is responsible for letting us know if anything has changed at each appointment. This includes:
  - Income
  - Insurance status
  - Address
  - Phone number

## Common Eligibility Questions

**Q: I haven't filed a 1040 Federal Tax Return in several years. What should I bring to registration instead of that?**

We have a form to fill out. Make sure you bring at least two recent paystubs (if you work now), records of any income from any source, and current food stamp award notification. Don't forget to report child support and/or alimony.

**Q: I don't have any income. What do I bring to registration?**

If you live with someone who provides your food and shelter, please bring this person with you to sign a form. Otherwise, bring a letter from the person who provides your food and shelter. Don't forget the other documents from the checklist in Step 2.

**Q: I don't have a way to complete the registration form before my appointment. What should I do?**

Not a problem! Go ahead and make the appointment at the clinic. Be sure to bring your necessary documents when you come in. Our clinic staff will provide you a registration form or help you complete it that day.

**Q: I'm stuck on something else and have a different question.**

Call the clinic between 8:00 A.M. and 4:00 P.M. Monday through Thursday. We'll be glad to help!