

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Policies and Procedures

Policy Subject/Title:	Patient Registration
Applicability:	All Community Health Clinic Staff
Purpose:	To ensure that all patients are accurately in our system

Policy:

The following procedure is to be followed in order to efficiently and accurately register all patients accessing the Brazos Valley Community Health Centers. All patients are to be registered in order to receive medical/dental services at the clinic.

Procedure:

1. Patient/client will check in at the check in counter. Once determined to be a new (not registered) patient, check – in will have patient fill out the Brazos Valley Community Registration form.

2. All new patients will be processed through eligibility to determine sliding fee scale and eligible programs.

Enclosure:

Registration Form both English and Spanish