



IDHC's Circle of Care Program **Client Intake Guide for Ongoing Care**

Foot Care Subsidy:

Indigenous people that are living with diabetes, have current foot concerns, are high risk under LEAP ranking, and elders whom do not qualify for any other funding resources are IDHC's main priorities. All new clients must fill out the subsidy application and consent form. It will then be submitted online to the program and reviewed for approval before any service is rendered. Coverage and Treatment plans will be based on the priorities while considering the individual concerns and needs. Please allow 2-4 weeks for processing.

Ongoing Foot Care Clinic Host Intake:

- After applicant fills out the subsidy application form and consent the Clinic Host or Client Representative will then fax in the consent form (attention Circle of Care Program) or attach it to the online application form. When submitting the subsidized application form online via www.idhc.life, please note we ask that all information is entered as it assists in determining eligibility. Please note: *no service or payment of will be provided for any community member without approval from the program*
- Once the Program has received both the online application form and consent form, it will be reviewed for approval
- All new clients that have been approved for coverage will have a treatment plan based on their needs. This treatment plan and a copy of the application will be sent to both the Ongoing Clinic Host and the clients Foot Care Service Provider. Please note no client will change provider, location, or treatment plan without approval from the program

Foot Care Clinic Service Provider Intake:

- All IDHC Service Providers are to have all their credentials and up-to-date information on file before they provide any treatment through IDHC
- When providing treatment to IDHC Clients, it is the responsibility of the IDHC Service Provider to review the client's application form and treatment plan. All clients must be approved before treatment commences
- All new clients will need to have a foot assessment performed and pictures taken at their initial visit and on an annual basis thereafter. This 60 second screening form is found on our website and is to be submitted to the program once fully completed via fax, email or entering it online
- IDHC Service Providers will utilize the ongoing summary invoice form during all treatments to document treatment progress. This form will assist the Service Provider when invoicing the program through the online invoice form. Each client will be entered as a separate invoice and upon completion each entry will be reviewed and processed for payment
- Ongoing Clinic Service Providers use IDHC Ongoing e-invoice and Subsidy office sites use IDHC Subsidy e-invoice. Both invoice links are located on our website under Service Providers Tab

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