



IDHC's Foot Care Program (FCP) **Client Intake Guide for Ongoing Care**

Foot Care Subsidy:

Indigenous people that are living with diabetes, have current foot concerns, are high risk, and elderly whom do not qualify for any other funding resources are FCP'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.

Intake for Ongoing Subsidy Foot Care-Host Intake:

- Both paper and online forms are found at www.idhc.life. After applicant fills out the subsidy application form and consent the clinic host or client representative can scan and upload it to the online application form <https://idhc.life/subsidized-foot-care-application/> or via email (attention FCP)
*When submitting the online form please complete in full 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 FCP 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, client and their service provider. Please note no client will change provider, location, or treatment plan without approval from the FCP

Foot Care Clinic Service Provider Intake:

- All FCP service providers are to have all their credentials and up-to-date information on file before they provide any treatment through IDHC's FCP
- When providing treatment to FCP's clients, it is the responsibility of the 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 assessment form is available upon request and is to be submitted to the program once fully completed via fax, email or entering it online
- Service providers can utilize the summary invoice form to document treatment progress. This form will assist the provider when invoicing the program through the online invoice form. Each client will be entered separately and upon completion will be reviewed and processed for payment
- Foot Care Nurses are to use the ongoing e-invoice and Chiropractors, Podiatrists, and Orthotists are to use the subsidy e-invoice. Both invoice links are located on our website under Service Providers Tab

IDHC

TEL: 1 888 514 1370 · FAX: 1 866 352 0485

WEB: www.idhc.life

