Florida HEALTH
Sarasota

# Florida Breast and Cervical Cancer Early Detection Program (FBCC)

# APPLICATION PACKET

## Client and Website Only

| For questions please call: | |
|---|---|
| Regional Coordinator: | Jan Chulock RN |
| Counties Served by Region: | Charlotte, Collier, DeSoto, Glades, Hendry, Lee, Manatee, Sarasota |
| Phone: 941-861-2928 | Confidential Fax: 941-554-5512 |

**Please use checklist below to ensure all paperwork is completed and returned with this coversheet to:**

Sarasota Regional FBCC Office via confidential fax or mail to:

Florida Department of Health Sarasota County
Florida Breast and Cervical Cancer Early Detection Program
2200 Ringling Blvd
Sarasota, FL 34237

| CLIENT CHECKLIST | |
|---|---|
| ☐ | Annual Applicant Agreement |
| ☐ | Financial Eligibility Form |
| ☐ | Client Enrollment Form |
| ☐ | Initiation of Services *(for County Health Departments only)* |
| ☐ | Authorization to Disclose Confidential Information |
| ☐ | Your Provider's Mammogram Order |

Florida Breast and Cervical Cancer Early Detection Program

# Annual Applicant Agreement

**The Annual Applicant Agreement (AAA) is used to obtain authorization and information from eligible women enrolled in the Florida Breast and Cervical Cancer Early Detection Program (FBCC). The FBCC will collect participant Protected Health Information (PHI) and Personally Identifiable Information (PII) that is required to provide patient services.**

**Please read each statement below and agree by signing at the bottom of the document.**

As an FBCC applicant, I declare that:

1. I am a Florida resident and I want to become a client of the FBCC, and I may withdraw at any time.
2. My net family annual income is at or below 200% of the Federal Poverty Level (FPL) and I have no health insurance that pays for breast and cervical cancer screening exams.
3. I will no longer be eligible for FBCC if my income changes to above 200% of the FPL.
4. I will call FBCC Once I obtain health insurance and give them the name of the health insurance company, policy number and effective date. If my health insurance covers breast and cervical cancer screenings my screenings will no longer be paid for by FBCC.
5. I will disclose any breast or cervical screening services that may impact my eligibility of enrollment in FBCC.
6. I may have a share of cost for some services.
7. I will use an authorized provider for my breast and/or cervical screening examinations (breast exam, mammogram, and/or Pap test).
8. **I agree to complete any follow-up tests within 60 days. If I fail to meet these guidelines, I may be responsible for partial or full cost of all services.**
9. I will allow an exchange and release of my medical information between my health care providers, the FBCC, the Florida Department of Health's Cancer Data Registry, the Centers for Disease Control and Prevention, and others related to my health care. This information could include medical history, examination and procedure results, even if they were not paid by FBCC.
10. I agree to receive home phone, cellphone, email or postal mail contact from FBCC and the Department of Children and Families (DCF) Medicaid Program about my health care.
11. I understand that the FBCC is a breast and cervical cancer **screening** program, not a cancer treatment program.
12. If I am diagnosed with breast or cervical cancer as a result of FBCC screening, I will be referred to DCF Medicaid Program which will determine if I am eligible for Medicaid benefits to cover treatment cost. I can reapply to FBCC for screenings once treatment is completed.
13. This agreement is for **one** year unless my program eligibility changes. If my eligibility status changes or this agreement expires, I may be responsible for services provided during my FBCC ineligible period.
14. **As authorized by federal law, Title 5 U.S. Code section 552a, collection of social security numbers by the Florida Department of Health for the FBCC may be necessary in order to apply for and receive Medicaid benefits.**

**If you have any questions, contact your Regional Coordinator at the local Regional FBCC office:**

Local Regional FBCC: Sarasota Phone 941-861-2928

_____ _____
Client Signature Date

_____ _____
Printed Name Date of Birth

Client Email Address: _____

# Florida Breast and Cervical Cancer Early Detection Program (FBCC)

## FINANCIAL ELIGIBILITY

**Client Name:**_____ **Date of Birth:**_____ **ID#**_____

1. Do you have Medicaid? ☐ YES ☐ NO **OR** Do you have Medicare? ☐ YES ☐ NO
2. Do you have any form of health insurance? ☐ YES ☐ NO Name of insurance _____
3. **Number of people in your Household.**_____(include yourself, spouse or civil union partner, and dependent children)
4. **Net Household Income (After Taxes): $**_____Month **OR $**_____Year

| Family Size | 2024 DOH Scale Monthly Income | 2024 DOH Scale Yearly Income |
|---|---|---|
| 1 | $2,509.91 | $30,119.00 |
| 2 | $3,406.58 | $40,879.00 |
| 3 | $4,303.25 | $51,639.00 |
| 4 | $5.199.91 | $62,399.00 |
| 5 | $6,096.58 | $73,159.00 |
| 6 | $6,993.25 | $83,919.00 |
| 7 | $7,889.91 | $94,679.00 |
| 8 | $8,786.58 | $105,439.00 |
| 9 | $9,683.25 | $116,199.00 |
| 10 | $10,579.91 | $126,959.00 |

I certify that the above information is correct to the best of my knowledge and belief. I give my consent to the Department of Health to make inquiry and verify the information. I understand that I may be prosecuted under state law, if I have deliberately supplied the wrong information.

**NOTE:**

***If I obtain health insurance coverage, while under the FBCC, it is my responsibility to notify the REGIONAL FBCC office as soon as possible.***

**Signature**_____

**Date** _____

If you have any questions, please call the regional coordinator at_____between 8:00 a.m. and 5:00 p.m., Monday through Friday. We will make every effort to return your call in a timely manner.

I further understand that all my screening and diagnostic procedures must be completed within 60 days or payment for these services CANNOT be guaranteed.

Florida HEALTH
Sarasota

Florida Breast and Cervical Cancer Early Detection Program

# Client Enrollment Form

| LAST NAME: | | FIRST NAME: | | MAIDEN NAME: | | DATE OF BIRTH: | |
|---|---|---|---|---|---|---|---|

## 1. APPLICANT INFORMATION (Please complete each section of this application.)

### CONTACT INFORMATION

| | |
|---|---|
| STREET ADDRESS: | |
| STREET ADDRESS: | |
| CITY & ZIP CODE: | |
| EMAIL ADDRESS: | |
| PRIMARY PHONE: | |
| ALTERNATE PHONE: | |

### BEST TIME TO REACH YOU:

☐ A.M. ☐ P.M. ☐ Anytime

☐ Is it okay to leave a message?

PREFERRED APPT. DAY/TIME:

### HOW DID YOU HEAR ABOUT THIS PROGRAM? (Check all that apply.)

☐ American Cancer Society
☐ Brochure
☐ County Health Department
☐ Community/Health Fair event
☐ Family/Friend
☐ Internet/Website
☐ Private Medical Office
☐ Newspaper
☐ Federally Qualified Health Center
☐ Other
☐ Postcard
☐ Television
☐ Radio
☐ Social Media
☐ Educational Session
☐ Bus wraps/benches/signs
☐ Billboards

Name of Community Health Clinic:

### SCREENING STATUS (Check only one response.)

☐ Initial (first time in program) ☐ Rescreen (previously in program)

☐ Short-term interval follow-up or repeat exam (less than 300 days from last screening)

Do you have health insurance? ☐ Yes ☐ No

If yes, what is the name of your insurance? _____

### DEMOGRAPHIC INFORMATION

#### RESIDENTIAL AND CITIZENSHIP STATUS (Check all that apply.)

☐ Florida resident ☐ U.S. Citizen ☐ Citizen in lawful status ☐ Other

#### ETHNICITY AND RACE IDENTIFICATION (Check all that apply.)

☐ Hispanic/Latino ☐ Non-Hispanic/Latino

#### RACIAL IDENTITY

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

#### SPOKEN LANGUAGE(S)

Primary language spoken:

Additional language(s) spoken:

Language preference to receive email:

☐ English ☐ Spanish ☐ Haitian Creole

#### BARRIERS

Are there any barriers that would prevent you from keeping your appointments?

☐ Transportation ☐ Language ☐ Disabilities

☐ Other (List) _____

FOR OFFICE USE ONLY

Client Assigned ID# or Pseudo SS#:

Florida HEALTH
Sarasota

Florida Breast and Cervical Cancer Early Detection Program

# Client Enrollment Form

| LAST NAME: | | FIRST NAME: | | MAIDEN NAME: | | DATE OF BIRTH: | |
|---|---|---|---|---|---|---|---|

## 2. HEALTH HISTORY

### GENERAL HEALTH STATUS (Check all that apply)

- ☐ Diabetes
- ☐ Pre-Diabetes
- ☐ High Blood Pressure
- ☐ High Cholesterol

HEIGHT (in.): ☐ WEIGHT (lbs.): ☐

### TOBACCO USE (includes vaping, e-cigarettes, and similar products) (Check all that apply)

- ☐ Daily
- ☐ Some days
- ☐ Never/not at all
- ☐ Declined to answer
- ☐ Were you given a referral to Quitline?
- ☐ Declined referral
- ☐ I am interested in quitting.

### BREAST EXAM BACKGROUND (Check all that apply)

- ☐ Do you have breast implants?
- ☐ Are you currently experiencing any issues with your breasts? Explain.

- ☐ Have you ever been diagnosed with breast cancer?

If you have, what treatment did you receive?

When did your treatment end (Month/Year)?

When was your last mammogram before enrolling in this program? (Month/Year)

☐ ☐ None ☐ Unsured (2+ years)

Where was your last mammogram done? (Provider, City, State)

### CERVICAL EXAM BACKGROUND (Check all that apply)

- ☐ Are you currently experiencing any issues with your cervix? Explain.

- ☐ Have you ever been told by a doctor you have invasive cervical cancer?

If you have, what treatment did you receive?

When did your treatment end (Month/Year)?

When was your last Pap test before enrolling in this program? (Month/Year)

☐ ☐ None ☐ Unsured (10+ years)

Where was your last Pap test done? (Provider, City, State)

- ☐ Have you ever had a hysterectomy? Specify whether partial or full.
- ☐ Partial hysterectomy (I still have a cervix)
- ☐ Full hysterectomy (no cervix)

What was the reason for the hysterectomy?

### FAMILY HISTORY

Has anyone in your family, such as your mother, sister, brother, or father, been diagnosed with breast cancer? If yes, which relative?

FOR OFFICE USE ONLY

Client Assigned ID# or Pseudo SS#:

# INITIATION OF SERVICES

**PART I** **CLIENT-PROVIDER RELATIONSHIP CONSENT**

Client Name: _____

Name of Agency: Sarasota County Health Department

Agency Address: _____

I consent to entering into a client-provider relationship. I authorize Department of Health staff and their representatives to render routine health care. I understand routine health care is confidential and voluntary and may involve medical visits including obtaining medical history, assessment, examination, administration of medication, laboratory tests and/or minor procedures. I may discontinue this relationship at any time.

_____By initialing this line, I acknowledge that I have been provided with a Telehealth Informed Consent Informational Sheet and that I consent to the provision of some services to be provided by means of telehealth. I may withdraw my consent at any time by discontinuing the use of telehealth services without affecting my right to future care or treatment.

**PART II** **DISCLOSURE OF INFORMATION CONSENT** (treatment, payment or healthcare operations purposes only**)**

I consent to the use and disclosure of my health information; including medical, dental, HIV/AIDS, STD, TB, substance abuse prevention, psychiatric/psychological, and case management; for treatment, payment and health care operations. Additionally, I consent to my health information being shared in the Health Information Exchange (HIE), allowing access by participating doctors' offices, hospitals, care coordinators, labs, radiology centers, and other health care providers through secure, electronic means. If you choose not to share your information in the HIE, you may opt out by requesting and signing an HIE Opt-Out form.

**PART III** **MEDICARE PATIENT CERTIFICATION, AUTHORIZATION TO RELEASE, AND PAYMENT REQUEST** (Only applies to Medicare Clients)

As Client/Representative signed below, I certify that the information given by me in applying for payment under Title XVIII of the Social Security Act is correct. I authorize the above agency to release my health information to the Social Security Administration or its intermediaries/carriers for this or a related Medicare claim. I request that payment of authorized benefits be made on my behalf. I assign the benefits payable for physician's services to the above-named agency and authorize it to submit a claim to Medicare for payment.

**PART IV** **ASSIGNMENT OF BENEFITS** (Only applies to Third Party Payers)

As Client /Representative signed below, I assign to the above-named agency all benefits provided under any health care plan or medical expense policy. The amount of such benefits shall not exceed the medical charges set forth by the approved fee schedule. All payments under this paragraph are to be made to above agency. I am personally responsible for charges not covered by this assignment.

**PART V** **COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBER**

(This notice is provided pursuant to Section 119.071(5)(a), Florida Statutes.)

For health care programs, the Florida Department of Health may collect your social security number for identification and billing purposes, as authorized by subsections 119.071(5)(a)2.a. and 119.071(5)(a)6., Florida Statutes. By signing below, I consent to the collection, use or disclosure of my social security number for identification and billing purposes only. It will not be used for any other purpose. I understand that the collection of social security numbers by the Florida Department of Health is imperative for the performance of duties and responsibilities as prescribed by law.

**PART VI** **MY SIGNATURE BELOW VERIFIES THE ABOVE INFORMATION AND RECEIPT OF THE NOTICE OF PRIVACY RIGHTS**

_____ _____ _____

Client/Representative Signature | Self or Representative's Relationship to Client | Date

_____ _____

Witness (optional) | Date

**PART VII** **WITHDRAWAL OF CONSENT**

I, _____ WITHDRAW THIS CONSENT, effective _____

Client/Representative Signature | Date

# AUTHORIZATION TO DISCLOSE CONFIDENTIAL INFORMATION

**INFORMATION MAY BE DISCLOSED BY:**

**Person/Facility:** _____ **Phone #:** _____

**Address:** _____

**INFORMATION MAY BE DISCLOSED TO:**

**Person/Facility:** Department of Health in Sarasota **Phone #:** 941-861-2928

**METHOD OF DISCLOSURE:**

_____ **Pick up at Clinic/Facility**

_____ **Address:** _____

_____ **Fax #:** 941-554-5512

_____ **Email Address: (please note that emailing may not be a secured method of communication)**

_____

**INFORMATION TO BE DISCLOSED:** (Initial Selection)

_____ General Medical Record(s) _____STD Records _____ TB Records _____ History and Physical Results

_____ Immunizations _____ Family Planning _____ Prenatal Records _____ Consultations

_____ Progress Notes

_____ Diagnostic Test Reports (Specify Type of test(s) Breast & Cervical

_____ Other: (specify) _____

## I specifically authorize release of information relating to: (initial selection)

_____HIV test results _____Substance Abuse Service Provider Client Records

_____Psychiatric, Psychological or Psychotherapeutic notes _____Early Intervention _____WIC

**PURPOSE OF DISCLOSURE:**

_____ Continuity of Care _____ Personal Use _____ Other (specify)_____

**EXPIRATION DATE:** This authorization will expire (insert date or event) _____. I understand that if I fail to specify an expiration date or event, this authorization will expire twelve (12) months from the date on which it was signed.

**REDISCLOSURE:** I understand that once the above information is disclosed, it may be redisclosed by the recipient and the information may not be protected by federal privacy laws or regulations.

**CONDITIONING:** I understand that completing this authorization form is voluntary. I realize that treatment will not be denied if I refuse to sign this form.

**REVOCATION:** I understand that I have the right to revoke this authorization any time. If I revoke this authorization, I understand that I must do so in writing and that I must present my revocation to the medical record department. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company, Medicaid and Medicare.

_____ _____

Client/Legal Representative Signature Date

_____ _____

Printed Name Legal Representative's Relationship to Client

If you are a legal representative of the person whose information you are requesting, you must provide documentation proving your legal authority to the request this information (for example, power of attorney, healthcare surrogate form, order, appointment of a guardianship, order appointing personal representative, letters of administration).

**Client Name:** _____

**ID#:** _____

**DOB:** _____



**Original:** To File **Copy:** To Client **Copy:** To Accompany Disclosure