



**NEW PATIENT REFERRAL FORM**  
**Phone: 312-728-4728**  
**Fax: 312-728-4729**  
**Email: intake.referrals@vip2upc.com**

PATIENT NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ APT/BLDG #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 House Apartment Domiciliary NAME OF FACILITY/APPT: \_\_\_\_\_  
 PATIENT PHONE: \_\_\_\_\_ IS THIS THE NUMBER TO CALL WHEN MAKING APPTS: YES NO  
 PATIENT EMAIL: \_\_\_\_\_  
 SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GENDER: Male Female  
 MARITAL STATUS: Single Married Widowed Divorced NAME OF SPOUSE: \_\_\_\_\_  
 CONTACT IN THE EVENT OF AN EMERGENCY: \_\_\_\_\_  
 RELATIONSHIP TO PATIENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOES THE PATIENT HAVE A POA/GUARDIAN: YES NO (Skip This Section) LEGAL STATUS: POA GUARDIAN  
 NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ APT/BLDG #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 RELATIONSHIP TO PATIENT: \_\_\_\_\_  
 POA/GUARDIAN PHONE: \_\_\_\_\_ NOTIFY BEFORE EACH VISIT? YES NO

PATIENT HEALTH ISSUE/REASON FOR REQUESTING HOUSE CALL: \_\_\_\_\_  
 SPECIAL VISIT INSTRUCTIONS: \_\_\_\_\_  
 IS PATIENT CURRENTLY BEING TREATED BY A PRIMARY PHYSICIAN? YES NO  
 NAME OF PCP: \_\_\_\_\_ PCP PHONE: \_\_\_\_\_  
 IS THE PATIENT CURRENTLY ON OR RECEIVING: HOSPICE HOME CARE AIDE SERVICES OTHER: \_\_\_\_\_  
 NAME OF AGENCY PROVIDING SERVICES: \_\_\_\_\_

HOW DID THE PATIENT HEAR ABOUT OUR SERVICES: WORD OF MOUTH HHA FACILITY MARKETING OTHER  
 REFERRING PARTY: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICARE: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ HMO INVOLVEMENT: YES NO  
 PART B ELIGIBLE: YES NO OPEN MSP: YES NO VERIFICATION: C-SNAP PHONE  
 MEDICAID (If Applicable): \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ HMO INVOLVEMENT: YES NO

OTHER INSURANCE (If Applicable): \_\_\_\_\_  
 POLICY NUMBER: \_\_\_\_\_ GROUP NUMBER: \_\_\_\_\_  
 TYPE OF POLICY: HMO PPO TRADITIONAL PFFS PHONE: \_\_\_\_\_

-----  
**IN-OFFICE USE ONLY**

WAS THE PATIENT CORRECTLY NOTIFIED OF POSSIBLE CO-PAYS/INSURANCE COVERAGE: YES NO

DATE OF REGISTRATION: \_\_\_\_\_ ASSIGNED VIP2U PHYSICIAN: \_\_\_\_\_  
 DATE OF FIRST VISIT: \_\_\_\_\_ REFERRAL COMPLETED BY: \_\_\_\_\_