

Status Verification of Agricultural Workers

POLICY & PROCEDURE

MANUAL: Patient Services **POLICY & PROCEDURE:** Patient Status Verification of Agricultural Worker

EFFECTIVE DATE: _____

REVISED DATE: _____

PURPOSE: To obtain accurate and current information from people seeking health care services from [**name of health center**] in order to establish them as users and determine their agricultural worker status under the Migrant Health Program.

POLICY: People seeking health services will be assessed for their agricultural worker status.

RESPONSIBILITY: Patient Services Representatives (PSR), Eligibility Workers, and Department Supervisors

PROCEDURE:

1. The Patient Service Representative (PSR) will assess the patient's status as migratory or seasonal agricultural worker utilizing the [Patient Registration Form](#) ([Spanish version](#) also available). The PSR will ask the applicant whether he/she needs help completing the form.
2. The PSR will review the form for completeness and accuracy of demographic, socio-economic, insurance, and emergency contact information.
3. Regardless of whether the Patient Registration Form is completed by the patient alone or with the help of a staff member, the PSR will ask the applicant questions to determine whether the person is a migratory, seasonal, aged, or disabled agricultural worker or the dependent of an agricultural worker. (See Verification of Migratory and Seasonal Agricultural Worker Status – [English](#) or [Spanish](#)).
4. The PSR will seek the following information:
 - Has the applicant or a family member been engaged in agriculture within the past 24 months?
 - Has the person that is engaged in agriculture established a temporary home for the purpose of working in agriculture?
 - For the person engaged in agriculture, is agriculture his/her principal employment?
 - Has this person stopped traveling to work in agriculture because of age or disability?
5. Because the majority of the agricultural workers do not identify themselves as 'migrant', 'seasonal', 'aged' or 'disabled', the PSR needs to be familiar with local agriculture as well as with how agricultural workers identify themselves (Refer to [How Agricultural Workers Identify Themselves](#))
6. Once the status of the agricultural worker is determined, the PSR will indicate on the Patient Registration Form whether the applicant is a Migratory, Seasonal, or Aged/Disabled agricultural worker.
7. The PSR will enter the information in the management information system, print the complete form, allow the applicant to verify the information, and collect signatures.
8. The PSR will explain to the applicant how the billing and collection process works.
9. The PSR will explain the sliding-fee discount and its requirements, and if needed provide guidance to the patient on completing the application.

Approved: _____ Date: _____

(President/CEO Signature)

Date of Board Approval: _____