

Texas Gulf Coast Project Access

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Eligibility Guidelines for Requests for Specialty Referrals

In order to give priority to patients with the greatest need and urgency, to strengthen the relationship between TGCPA patients and their health home, and to manage responsibly the very generous yet limited services donated by volunteers of the Texas Gulf Coast Project Access, the following revisions have been made to the scope of our services:

- 1. Referrals must be requested in writing via the *TGCPA Referral Request* form revised February 25, 2015. The request must be accompanied by copies of medical records and the authorization for disclosure of protected health information, signed by the patient.
- 2. TGCPA Services are available only to residents of Harris, Fort Bend, and Waller counties. Residents residing in ineligible counties will not be eligible even if they are being seen at a clinic within an eligible county.
- 3. The originator of a referral request must be an active member of the Gateway to Care Collaborative, or a specialist providing services to patients of the Texas Gulf Coast Project Access.
- 4. The patient must have an established primary care health home. This is usually indicated by at least two visits to that health home for the condition resulting in the specialty referral. Requests for referrals will not be accepted for patients treated only at hospital emergency services.
- 5. If the referral request is from a specialist, please confirm the patient's relationship to a primary care health home. If the patient does not have a health home, please direct the patient to Gateway to Care's Navigation Services to establish a health home.
- 6. The patient must pursue at least one alternative option for care, such as the County Indigent Program, before the Texas Gulf Coast Project Access will assess the referral. The patient may contact Gateway to Care's Navigation Services for assistance in applying for indigent care or other assistance.
- 7. The Texas Gulf Coast Project Access will assist with no more than **three** specialty referral requests per patient during a 12-month period. Exceptions may be made for patients who are enrolled and under care coordinated by the TGCPA at the time of the new referral request.
- 8. Providers in the TGCPA donate their services for a limited time per patient. If the referral request is related to a suspected long term or chronic condition, the TGCPA will attempt to coordinate limited care, for example for specific, one-time pathology and diagnostic services, depending on the availability of those services.
- 9. The patient must comply with all requirements by TGCPA for eligibility documentation, consent to treat, release of information, and agreement to patient responsibilities. Applicants must have household income at or below 150% of the Federal Poverty Level.