

SAN MATEO COUNTY
HEALTH SYSTEM
COMMUNITY HEALTH - PUBLIC HEALTH PROGRAMS

POLICY NUMBER 2010-133
SUBJECT: Edison Clinic – ARIES Enrollment
AUTHORITY: Director, Public Health Programs
SUPERSEDES: Policy 2009-109

PURPOSE: This policy outlines the procedure for ensuring that all patients who receive care at Edison Clinic are enrolled in the ARIES database and updated on an annual basis.

BACKGROUND: Patients who receive medical care for HIV at the Edison Clinic or psychosocial services through Client Services of the San Mateo County STD/HIV Program need to have their enrollment and eligibility updated in ARIES an annual basis.

POLICY

1. All patients who receive HIV medical and psychosocial care at the Edison Clinic or HIV psychosocial care at the Willow Clinic or North County clinics must be enrolled in the State Office of AIDS ARIES database. All patients will be signed in as “share” clients.
2. All San Mateo County contracted agencies providing care for persons living with HIV **must** enroll clients in the State Office of AIDS ARIES database.
3. Before an appointment is made with any provider, patient must first be enrolled in the ARIES Database. Patients will not be able to receive services without prior registration enrollment in ARIES.
4. Patient will meet with Intake Worker (Bridge Worker, Health Educator, or Social Worker) to go over and complete all the necessary paperwork to enroll patient into ARIES database.
5. Enrollments in ARIES database includes: Signing of consent form; Completing initial intake paperwork; Establishing 6 identifiers; reviewing proof of residency, proof of diagnosis and proof of income.
 - a. Proof of residency includes California Drivers License or Identification Card, utilities bill with patient’s name and address, bank statement, lease agreement, voter’s registration, W-2, 1099 form, vehicle registration, or support affidavit.
6. Updates to ARIES will be done by Social Workers on an annual basis. This includes signing consent form and updating any changes in the demographic information.

Approved: February 26, 2010