

Dear Applicant

Thank you for your application to become a primary care client at the West Elgin Community Health Centre. In this package, you will find forms to be completed including:

- Application for Primary Care Services
- Child and/or Adult Medical History questionnaire

If you are currently taking a “Controlled Substance” medication, such as a pain medication or sedative, we also require you to complete a “Medical History of Treatment for Chronic Non-Cancer Pain”. This form is useful to help us better understand your condition and what medications and treatments you have tried in the past.

Please ensure that you fill out each form completely. ALL individuals who submit an application will have an intake appointment no matter how complex you are. We do not turn away complex clients! We do however try and balance the complexity of clients which often relates to number of appointments required, referrals and paperwork among all providers.

Upon receipt of all of your completed forms, your name will be added to our wait list. We will contact you to make an intake appointment as soon as the provider has an available spot. This may take a few months as we receive new applications every day. **Intake appointments are longer than a typical appointment. It is very important that you come to this appointment or cancel with at least 24 hours notice. Individuals who “no show” for this appointment will have their name go to the bottom of the wait list.**

At your intake visit, we will **not** be prescribing any medications or treatments or complete any forms or referrals. We will review your medical history; discuss your needs and what we are able to offer you at WECHC. Please do not give up your current provider until AFTER your intake visit where you will officially determine if we are able to meet your needs. If your provider is closing their practice, be sure to get sufficient prescriptions to last several months. We are experiencing a significant increase in applications for service, but it will take time to get appointments for you all in addition to seeing our current clients.

Once you have completed your application form you can drop it off or:

- mail it to: West Elgin Community Health Centre, 153 Main Street, West Lorne, Ont N0L 2P0
- fax it to: West Elgin Community Health Centre 519-768-2548
- we do not recommend e-mailing completed medical forms as e-mail is not a secure system .

If you have further questions please contact reception staff or call me at 519-768-1715 ext. 2241.

Sincerely,
Kate Dymock
Primary Health Service Director