

WOMEN'S CENTER TRANSPORTATION

Where is the Women's Center? The Women's Center, 222 Alexander Street, Suite 1100

What do I do when I arrive? Check the client in and confirm contact information (make sure the office has the client's name spelled correctly and in the correct order, and their DOB is correct—according to the information provided by World Relief).

What if the client does not have their Medicaid cards? What about payment?

- Tell the office that Medicaid cards are pending (this should be sufficient).
- If medications need to be picked up at the pharmacy, either the client will have cash to pay given by the Case Manager, or let Elisabeth know at 585.622.4336 to have the Case Manager pick-up at a later time. **As a volunteer, you are not expected to use your own funds to purchase!

What do I do with future appointment information/information about the appointment? Please send pictures of the After-Visit summary to Elisabeth at estojkovic@wr.org. Any other information can be entered into Track it Forward notes for Elisabeth to review and pass along to Case Managers.