

**** FOR OFFICIAL USE ONLY ****
FISHER HOUSE REFERRAL FORM

A referral is not a reservation and does not guarantee a space in the house.

OFFICE HOURS:

Mon-Fri: 9 am-8 pm

Weekends and Holiday check in only by prior arrangements made with Fisher House Manager.

Phone (757) 953-6889, Fax: (757) 953-7174

Email: fishrhouse@msn.com



REQUESTED LODGING DATES:

____ / ____ / ____ to ____ / ____ / ____
For after-hour room availability, contact manager at (757) 373-9814. Fax completed form to: Fisher House at (757) 953-7174 or mail completed form to: Naval Medical Center, 853 Fisher Dr. Portsmouth, VA 23708

PATIENT INFORMATION

Name _____

Diagnosis _____ Estimated Hospital Stay _____ Days

Patient Location: ICU NICU PICU CCU C5 Ward Patient's room/bed # _____

SPONSOR INFORMATION

Name _____ Pay Grade: _____

Branch of Service: Navy Marine Air Force Army Coast Guard

Duty Station _____ Active Retired

FAMILY INFORMATION

One parking space per room.

Name:	Relationship
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

Vehicle Make: _____ Vehicle License: _____

Address: Street _____ Phone Numbers:

City _____ Home ____ / ____ Cell ____ / ____

State _____ Zip _____ Work ____ / ____

Patient/Family is on Funded Orders Yes No

There is currently no room charge.

Has any family member experienced a recent contagious illness? Yes No

(such as chicken pox, measles, hepatitis)

Are children current with immunizations? Yes No

Special needs or considerations? _____

Completed by: _____ Phone: ____ / ____

Fax form directly to the Fisher House: (757) 953-7174

FISHER HOUSE POLICIES, REFERRAL PROCEDURE AND ADMISSION GUIDELINES

Function

The Fisher House accommodates families who need to be close to loved ones undergoing treatment as an inpatient at Naval Medical Center, Portsmouth. The house is available to families who have no local accommodations for a maximum of thirty days. It serves as a compassionate and supportive home for families who are coping with the stress of a life threatening crisis.

Eligibility Requirements

- (a) Family must be traveling a distance of at least 50 miles one way.
- (b) Patient's condition must be serious in nature. No diagnostic testing or general procedure.
- (c) Families are expected to check out when patient is discharged to Med-Hold.

Admitting Guidelines

Families may not always be admitted on a first-come first-served basis. A single factor such as financial hardship may not automatically qualify them. All of the following will be taken into consideration:

- (a) Medical Condition - Terminal, Critical, Serious
- (b) Financial - Junior personnel precede higher rank; civilian families with no financial assistance.
- (c) Distance Traveled - Minimum commute of at least 50 miles one way.
- (d) Status - Active over retired.

Admittance Once Space Is Available

- (a) The family will be contacted by the Fisher House staff for a move-in date.
- (b) A family may be admitted after business hours only if prior arrangements have been made.
- (c) Office hours are 9 am-8 pm Monday through Friday, closed on weekends and all Federal holidays.
- (d) Emergency overnight or walk-ins will not be accepted because of limited space and staff.
- (e) Families arriving on funded orders will be given a five (5) night maximum length of stay. Please use this time to find other lodging. This will help to facilitate those families who are not receiving any financial assistance.
- (f) If a family needs to leave the Portsmouth area for more than (2) nights they must check out of the Fisher House.

Advanced Referral

- (a) In advance of a families' arrival, a referral form can be completed and submitted to the Fisher House. Advance referrals do not constitute reservations. Please advise families to make alternative plans.
- (b) The Fisher House staff will notify the family of availability.