

IMMIGRATION SERVICES

INTRODUCTION:

Dr. Brandon, M.D. is a designated civil surgeon of the Immigration and Naturalization Service of the United States of America (INS), for whom he provides medical services required of individuals completing the I-694 form. INS is solely responsible for setting the requirements of the I-694 application. Each required section must be completed prior to Dr. Brandon's delivery of the form to the client.

These required services and testing are "administrative services" and by definition do not meet the "medically necessary services" rule for the doctor to file health insurance claims for payment. Therefore, payments for all services performed by The Family Clinic and Dr. Brandon are due and payable in full prior to rendering services.

What follows is information and requirements to help streamline the process of getting a completed I-694 as rapidly and efficiently as possible. A completed I-694 cannot be provided to a client on the same day as the medical assessment unless all lab test results are provided on the day of exam, and immunization history is complete, or immunizations completed at the time of exam.

Required services include:

- Signed consent to proceed with services
- Medical history and examination
- Record of and/or completion of up-to-date age specific immunizations as required by INS (see below).
Tuberculosis screening only by Quantiferon or T-Spot testing for ages two and older.

- Syphilis screening by RPR blood testing age 15 years and older
- Gonorrhea screening with urine sampling age 15 and older

PREPARING FOR YOUR VISIT:

- An original un-expired government issued photo identification document must be provided by the client at the time of assessment. Examples include:
 - Passport
 - State or National motor vehicle driver's license
- Immunization records: A legible and **authenticated** original immunization record, or copy of such, is required for providing immunization history. The immunization record must contain the specific name and date of administration of each vaccine.

If lab test reports for tuberculosis, gonorrhea, and syphilis are provided by the client, the report must be an original or copy of an original medical test report.

APPOINTMENTS FOR ASSESSMENT:

- Call 662-323-3162 for an appointment with Dr. Brandon. Appointments are made on a first come, first served basis.

PROCEDURE:

Once an appointment is set, the following is required procedure for completing the I-694.

- Client shall arrive to clinic at the appointed time
 - Provide government issued photo identification
 - Check in at front window and make pre-payment for Dr. Brandon's medical assessment and processing of I-694
 - Provide available immunization record
 - Provide acceptable reports of required tests, if available
 - Sign consent to proceed with history and medical assessment
 - Complete a face to face encounter with Dr. Brandon completing medical history and examination and determine required additional services (lab tests, immunizations, and establishment of a plan of action for abnormal test results and or disqualifying conditions).
 - If required tests and or immunizations are necessary, these additional service(s) may be provided at the initial visit after payment is received.
 - If all requirements (medical assessment, lab tests results, immunizations, treatments) are met at the initial visit, a completed I-694 may be provided at that time.
 - If all requirements are not met at the first visit, and If tests are done at The Family Clinic during the initial visit, there will be a minimum five day processing period. The Family Clinic and Dr. Brandon are not responsible or liable in any fashion for unforeseen delays regarding necessary services.
- Once the I-694 is completed by Dr. Brandon,
 - I-694 is sealed in an envelope and provided to the applicant to be opened only by INS or their designee.
 - The sealed envelope and copy of the report will be provided to the client as quickly as possible, but dependent upon Dr. Brandon's schedule.
 - Once the documents are provided to client, the client is responsible to forward the report to INS consistent with INS requirements.
 - FEE SCHEDULE:
 - Medical history, examination and I-694 processing: \$200 per client.
 - Laboratory testing and immunization fees may vary and will be presented at the time of visit.
 - LOST OR UNACCEPTED I-694:
Replacement of or reprocessing of I-694 will require a return visit to the clinic. Depending upon the situation, certain services may require repeating, for which additional fees are required.