

REGISTRATION DESK INSTRUCTIONS FOR ADULT SCREENING

1. The Clients name is entered on the Sign-in sheet and they are given the corresponding hand-numbered form.
2. **ALL FORMS MUST BE SIGNED AND DATED BY THE CLIENT. WE CANNOT SCREEN ANYONE WHOSE FORM IS NOT SIGNED.**
3. **English-Speaking Clients:** English-language forms are ready to use. Place the number of the client registration at the top of the form.
Complete the box below the signature line as:

Date: _____
Location : _____
4. If the Client needs help, please assist in completing the form with name, address, medical info, etc. If they don't need help, please ask them to complete the top client only area.
5. All Clients will be seen at the Results Desk at the end of the screening, where their results will be interpreted; they will be given a copy of their results together with a recommendation for medical follow-up, if needed. We keep one copy of the form.
6. If you see anyone leaving the screening BEFORE they stop at the Results Desk, please ask them to return. If they chose not to wait, please ask them to return the form. If they refuse, make a note on the Sign-in sheet.
7. **Spanish-speaking Clients:** We may see Spanish-speaking clients today. If so, pre-numbered Spanish-language forms are also available.. If the Client is Spanish-speaking and cannot read English to complete the form, please given them a Spanish form, and have them complete their personal information. If you need an interpreter, please see _____.