



### **Tip Sheet for Social Workers and Patient Navigators**

1. Beginning January 1, 2024, Financial Support Applications must be submitted using our new online form.
2. A [printable version of the Financial Support Application](#) will remain on SOPF's website for "working" purposes only so that information can be compiled easily by the patient and referral partner prior to electronic submission. The patient should fill out a hard copy of the application and sign it before sharing the document with their health care provider. The provider should scan and save a hard copy of the patient's application for their records.
3. When the patient meets with their health care provider, the information in the hard copy of the application will then be transferred into the electronic version of the application by the patient's referral partner. The patient can either sign the electronic version, if present, and/or their health care provider can sign on their behalf.
4. Referral partners are unable to save the online application and resume filling the form out later. Please be sure all information is ready to input electronically when opening the online form.
5. If incorrect information is submitted, you will have two options: 1) Fill out the entire application again and resubmit anytime changes or updates need to be made or 2) Email changes/corrections to the Client Services Coordinator at [clientservices.sopf@gmail.com](mailto:clientservices.sopf@gmail.com).
6. Complete every part of the application.
7. Provide starting and ending dates for treatment, whether the applicant is currently being treated, and the stage of the cancer.
8. Include as much detail as possible regarding medical information. For example, an applicant could be finished with treatment but have significant lymphedema which prevents them from working.
9. Include as much detail as possible about how the breast cancer has led to financial hardship.
10. Attach current unpaid bills, incurred post diagnosis, to document each request.
11. Include all details on the bills that are being submitted for payment.

12. The health care provider completing the application must make themselves available to the Client Services Coordinator for questions or clarification. The Coordinator can be reached at [clientservices.sopf@gmail.com](mailto:clientservices.sopf@gmail.com).
13. Incomplete applications cannot be processed and will be closed if not completed within 30 days of submission.

For more information about our application process,  
visit <https://www.shadesofpinkfoundation.org/assistance>.

Thank you for everything you do for Shades of Pink Foundation.  
You play an integral role in our ability to serve breast cancer patients across Southeast Michigan who are struggling financially due to their diagnosis. We appreciate your tireless support!

Shades of Pink Foundation  
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