

## Achieve Healthcare

7533 Sunwood Drive NW, #212  
Ramsey, MN 55303

Phone: 763-913-1325

Fax: 866-726-3973

Email: [toni@achievehealthcarepca.com](mailto:toni@achievehealthcarepca.com)

Web: [www.achievehealthcarepca.com](http://www.achievehealthcarepca.com)

Dear New Client:

Thank you for choosing Achieve Healthcare for your PCA Choice Provider services. We are excited to work with you and your PCA(s)!

Enclosed please find the following documents that require your review:

- **Client Information**
  - Please complete all fields.
- **Authorization for Use and Disclosure of Information**
  - Please include your name, medical assistance number, the date your services will begin with Achieve Healthcare, signature and date.
- **Achieve Healthcare Agreement for PCA Choice Provider Services**  
(Consumer, PCA and Qualified Professional)
  - Page 1 of 6 - Please include the effective date of your PCA's employment, your name as the Consumer/Responsible Party name
  - Page 4 of 6 - Please have your PCA sign and date and be sure the you have signed as the Consumer/RP
  - Page 5 of 6 - Please include the your name as the Consumer/Responsible Party name, your PCA's name, the Effective month/date/year, and your respective signatures and dates on the lines below.  
KEEP FOR YOUR RECORDS AS PCA WILL BE SUBMITTING A COPY OF THE SAME AGREEMENT
- **Minnesota Home Care Bill of Rights**
- **Confirmation of Receipt of Minnesota Home Care Bill of Rights**
  - Please review, sign and date.
- **Personal Care Assistance (PCA) Program Responsible Party Agreement & Plan**  
(only applicable if Consumer is a minor and/or has a Responsible Party)
- **Achieve Healthcare's Policies and Procedures Manual**
  - Please maintain our manual and review with each PCA you hire.
- **Achieve Healthcare's Bloodborne Pathogen Program**
  - Please review our Bloodborne Pathogen presentation with each PCA you hire.
- **Achieve Healthcare's Exposure Control Plan**
  - Please review our Exposure Control Plan with each PCA you hire.

Once the aforementioned forms are completed, please return all documents to Achieve Healthcare via fax at 866-726-3973, email at [toni@achievehealthcarepca.com](mailto:toni@achievehealthcarepca.com) or at the following address:

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As a reminder, with the PCA Choice option, you have elected to direct your own care and have assumed the responsibility of identifying, training and scheduling your PCAs with our assistance upon request. Please review Achieve Healthcare's Policies and Procedures and Bloodborne Pathogens program as well as your individual Care Plan with each of your PCAs. A signed PCA Training Documentation page and Bloodborne Pathogens quiz is required for each PCA who you hire to work with you.

If you have any questions, please feel free to contact us at 763-913-1325.

Kind Regards,

Dr. Jesse and Toni Ternus

\*\*\* If you receive services from another PCA agency and have already filled out these papers, you still need to complete this application process for Achieve Healthcare in order for the state of MN to link you to our agency. Thank you!