Who Can Refer You?

- Self Referrals.
- Attorneys and Legal Representatives (POAS).
- Social Security Administration.
- Area Agencies on Aging.
- Social Service Agencies.
- Family.
- Friends.
- Clergy.

Business Hours
8:00am to 4:00pm
Monday through Friday

Personal Management Services (PMS)

PMS is a division of Helpmates, Inc., an agency that has been caring for people at home since 1987. Helpmates, Inc. specializes in providing home support, personal care, skilled home health and personal management services to assist you in living safely and independently at home. Helpmates, Inc. and its divisions strive to bring the best of home care services to people of all ages. Visit our website at www.helpmatesinc.com for a complete list of services.

Personal Management Services
Maintains strict procedures and policies in accordance to HIPAA privacy regulations. PMS adheres to federal and state laws governing guardianships, POA and representative payeeships.

PM Services representatives will meet personally with you or your family to evaluate the need for our services.

Guardian Officers and Personal Case Managers will visit you in person once contact has been made with our office. All information is kept in strict confidence with adherence to HIPAA privacy regulations.

Personal Management Services
250 West Main Street
Ridgway, PA 15853
tel 1.888.772.6850
fax 1.800.581.9762

Helpmates, Inc. and its divisions are an equal opportunity employer.

www.helpmatesinc.com

Do you need help?

Personal Management Services
Guidance and Direction in Health and Finances by Licensed Professionals

1.888.772.6850

HELPMATES, INC.
The Trusted Care And RESPECT You Deserve
Need Help With...

- Ensuring your personal choices are respected?
- Making medical decisions?
- Paying bills?

We are the answer...

Personal Management Services
A Guardianship Support Agency

Financial Help
Our services assist those who are no longer able to independently manage their finances or need some assistance.

Examples:
- Monthly bill paying.
- Account balancing and check writing.
- Paying your bills in a timely manner.
- Acting as your personal representative in financial matters.
- Record keeping of financial and tax documents.

Medical Help
- Living will and advance directives education.
- Act as surrogate decision makers.
- Assistance in understanding and navigating through health care systems for improved decision making.
- Assistance with medical paperwork.
- Evaluation of your social and health care needs along with arrangement of services.

Description of Services
Bill paying services
- Bills paid on a monthly basis.
- Accounts are balanced and reconciled monthly.
- Guidance and assistance to complete any necessary financial paperwork.

Representative Payee
Personal care managers work in conjunction with the Social Security Administration to manage all aspects of an individual’s finances for their health and well being.

Power of Attorney
Agents will provide individuals in need the necessary assistance in order to make decisions concerning medical or financial needs. When family can’t be there for you, we can.

Guardianship
- Guardianship support.
- Guardian agents will take responsibility for making the day to day decisions regarding matters of the estate or health care.
- Ability to serve as personal, financial, or full guardian.

Personal Management Representatives
Representatives are professional Social Service workers who specialize in assisting individuals with the difficult task of decision making regarding their overall physical and financial well being.

Representatives are...
- Insured, Bonded and Experienced.
- Representatives work closely with the Social Service Administration and any other agency involved with an individual. These agencies include, but are not limited to: Area Agency on Aging, Social Service Agencies, Health Care facilities and other community based services.
- 24 hour availability to consumers/facilities they reside in.

Personal Management Services...
Is an experienced and cost effective, holistic approach to helping you ensure your health care and financial choices are carried out with your best interests in mind.

National Certification
PMS employs guardians who have attained the achievement of national certification as Registered Guardians through the Center for Guardianship Certification