CATHY POWERS, FNP

REGISTRATION PACKET

	P	atient Information		
Date			Phone	
				Social Sec:
Name:				
Please use your legal name.	Last	First	Middle	
Address				P.O. Box
City:		State:		Zip:
Sex:	Age:	Birthday:		tus: □Single □Married
Male □ Female			□Divorced	□Separated □Widowed
Employment:			Occupation	1:
			•	
Email:				
Referred By:				
In case of Emergency				
<u> </u>	Name			Phone
Financia	l Payment - Please	give your insurance card to the	e Receptionis	st
		<u> </u>	•	
Parent/ Guardian/ Responsible P	arty:			
		Last	First	Middle
Relationship to patient:		Birthday:		Social Security:
Address				P.O. Box
City:		State:		Zip:
Insurance Company:		Group Number:		Member ID:
insurance company.		Group 1 (Millo II)		11101110 01 12 1
Please list all previous Health Ca	are Providers:			
Tiease list an previous freath Ca	ire i foviders.			
The above information is true to the bes				
Hillside Clinic only estimates my benefits and I am financially responsible for any balance not covered by my insurance carrier. If a current and				
accurate insurance card and/or letter is not presented at time of visit, all services are payable at time of service. I also authorize Hillside Family Health Clinic or insurance Company to release any information required to process my claims. I also agree to office policies and privacy practices				
provided to me for review. (copy available upon request) in addition, I authorize Hillside Family Health Clinic to a Medication History				
Review.				
Parent/ Guardian/ Responsible				
Party Signature:				
				Date:

Hillside Family Health Clinic

Patient and Financial Policy's

Welcome to our medical home. Hillside Family Health Clinic is directed by Dr. Thomas Sames, MD, and our nurse practioners include Cathy Powers, our owner, and Leslie Hayes. Upon on arrival you will fill out information about yourself that will be entered into our electronic medical data base and your photo will be taken for a record on your chart. Your information is confidential and will not be seen by other patients or visitors. As in most clinics, appointments are seen first, walk-ins are worked in as time allots. There are several staff members in the clinic and each of them will be preparing a place for each patient, so that we give you "quality of care as quickly as possible." We regret the inconvenience, but due to heavy patient loads, we may have minimum of 2 hour wait time. Thank you for your patience.

We are a general medical clinic and are open Monday- Friday 8a-6p and walk-ins may be available from 8a-10a and 1p-4p on Monday- Thursday. We do take most insurance but do not take *workman's' comp or auto accident claims*. If you have *workman's' comp*, we will give you a referral to another clinic. Your insurance card and Drivers Licenses is required at each visit for Red Flag Identity Law. We will also require the patient's social security number for all appointments, labs and referrals. Without this information we will not be able to see you. If you have questions about insurance or billings in general please contact our billing agent at naguire@hillsidefamilyhealth.com or 806-206-1494.

This clinic is a certified hub facility and has been selected to give government and immigration physicals. We are also designated for foster care, Medicaid, Chips, STAR and CCHN special children.

To establish as a patients you will be scheduled for a complete physical. This includes blood work a urine drug screen, and a pap for of age females. You will be given a lab order 3 days before your physical and the results will be discussed with you and a plan of care established. Medications will be refilled according to the needs of each patient. Refills are processed on the computer between 9a-5p Monday - Thursday and on Friday from 9a-12n. We do not fill prescriptions over the weekend or on holidays.

We also will sign the patient up for a Portal Account, this account will give you access to your medical records, medicine refills, and request for appointments. By agreeing to this form you also agree to Hillside Family Health Clinic or any contracted agent or representative to contact you by phone, cell phone, email or any other wireless device, regarding any medical concerns, prescription or testing issues, or account and billing collections.

We have a contract with Texas public health department to provide vaccine for children. This will be given to those children who meet the eligibility standards. All others are required to pay full price for vaccine. The cost for those eligible is \$22.00 per child. You must have a current shot record and the child's social security number to receive shots. At the time of the child's visit, you will be asked to sign permission to give your child the vaccine and to place your child's records on the Immtrac Registry. This makes sure that no matter where you go in Texas, your child's shot record will be available. We also provide yellow fever shots and other travel vaccine.

By signing the bottom of this form you agree to our financial policy. And you will also have some attached forms that need to be signed to be seen here. One is a HFCA form to file your insurance, Immtrac Registry and Vaccine Eligibility. If insurance is not available please ask about our Sliding Scale Program. You are also asked to decide who you want your information to be shared. We take cash, visa, master card and other debit cards. Our charges vary according to the type of service. Please ask the receptionist, if you have questions about the cost of the visit. The cost of the visit will increase or decrease according to the number of procedures required to help you get well. We do not take checks.

Patient Name			



Hillside Family Health Clinic, PA 7130 Bell St Amarillo, Texas 79109 (806)373-4010

Financial Policy

Dear Patient/Guardian,

By signing the red HICFA form attached, you are legally responsible for all charges whether you have insurance or not. (This includes Medicaid, STAR, Chip/Superior). If your insurance does not pay, you will be charged whatever they do not pay. You also must pay your co-pay before being seen. If you have an insurance card and/or letter, it is your responsibility to make sure Cathy Powers, FNP or Thomas Sames M.D. is listed as a provider. When you give us your personal information, please make sure they are correct or the insurance company will not pay. Please consider this information carefully before signing. Once you have signed this document, you have agreed to its terms. This document will be kept on file and a new one will only be required if you change anything on your personal information. It is your prerogative not to sign. However, if you cannot sign, then we cannot see you as a patient.

Sincerely Yours

Financial Management

HILLSIDE FAMILY HEALTH CLINIC

THIS FORM MUST BE FILLED OUT BEFORE SEEING THE PROVIDER

CHILD HEALTH HISTORY

Patient Name:	Date of Birth:
Authorization	for Review of Medical Records
representative) to consent for others to look at the pat friends, 18 years old or older, that can have access to	Act (HIPPA) require the patient (or parent, guardian or legal tient Medical Records. Please write the names below of relatives or the patient medical records. These will be the only people to look at C will not disclose information to anyone other then the parent, are not listed below.
Full Name:	Relationship to Patient:
By signing this form, the patient parent, guardian, or and order medical treatment for this patient. They are the parent, guardian, or legal representative is absent, can receive proper and prompt medical treatment. Th	legal representative give the following people permission to obtain of age (18 years or older) to make medical treatment decisions while they may also sign any and all medical paperwork so that the patient is is valid until a written notice states otherwise. HFHC will not redian, or legal representative unless they are listed below or have
Full Name:	Relationship to Patient:
Patient [Parent, Guardian, or Legal Representative] Signature	Date

HILLSIDE FAMILY HEALTH CLINIC

THIS FORM MUST BE FILLED OUT BEFORE SEEING THE PROVIDER

CHILD HEALTH HISTORY

Patient Name (PRINT):		SSN:	DOB:	_	
is requesting that Hillsid below.	de Family Heal	th Clinic, PA obtain health infor	rmation FROM the person/company/agency/f	acility listed	
Name:					
Organization Name:					
Address:					
Phone Number:					
The info	rmation to be	disclosed relates to service dat	es beginning and ending		
□ Entire Medical Recor	d	□ Medication List	☐ Physical Therapy Notes		
□ Demographic Informa		□ Immunizations	☐ Occupational Health Record		
☐ History & Physical		☐ Test Results	□ Other:		
□ Medical/ Surgical His	story	□ Other Assessments			
☐ Physician Office Note	es	☐ Discharge Summary			
The purpose of the disc	losure: ("Reque	est of the individual" is sufficien	t for patient-initiated releases)		
□ Request of Individual		☐ Change of Provider	□ Legal Investigation		
☐ Referral to Specialist		□ Insurance	□ Other:		
□ Continuing Care		□ Workers Comp			
Conditions and Notific By signing this form, I a a summary or narrative	authorize you to		ormation about me, by releasing a copy of my	medical record, o	
Hillside Family Health	Clinic, PA.				
Ph: 806-373-4010 Fax: 806-331-6373			Cathy Powers, FNP Thomas Sames, MD		
		isent (in writing) at any time exc signature unless otherwise speci-	eept to the extent that action has been take in 1 fied.	eliance on it. This	
Patient [Parent, Guardian, or Legal Representative] Signature Date				_	
Additional Information	n:				

HIPAA Notice of Privacy Practices Revised 2016

Hillside Family Health Clinic 7130 S Bell St Amarillo TX, 79109 (806-373-4010)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices is NOT an authorization. This Notice of Privacy Practices describes how we, our Business Associates and their subcontractors, may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected Health Information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health condition and related health care services.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and any other use required by law.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations: We may use or disclose, as-needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment, employee review, training of medical students, licensing, fundraising, and conducting or arranging for other business activities. For example, we may disclose your protected health information to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment, and inform you about treatment alternatives or other health-related benefits and services that may be of interest to you. If we use or disclose your protected health information for fundraising activities, we will provide you the choice to opt out of those activities. You may also choose to opt back in.

We may use or disclose your protected health information in the following situations without your authorization. These situations include: as required by law, public health issues as required by law, communicable diseases, health oversight, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, funeral directors, organ donation, research, criminal activity, military activity and national security, workers' compensation, inmates, and other required uses and disclosures. Under the law, we must also disclose your protected health information when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements under Section 164.500.

USES AND DISCLOSURES THAT REQUIRE YOUR AUTHORIZATION

Other Permitted and Required Uses and Disclosures will be made only with your consent, authorization or opportunity to object unless required by law. Without your authorization, we are expressly prohibited to use or disclose your protected health information for marketing purposes. We may not sell your protected health information without your authorization. We may not use or disclose most psychotherapy notes contained in your protected health information. We will not use or disclose any of your protected health information that contains genetic information that will be used for underwriting purposes.

You may revoke the authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

YOUR RIGHTS

The following are statements of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information (fees may apply) – Pursuant to your written request, you have the right to inspect or copy your protected health information whether in paper or electronic format. Under federal law, however, you may not inspect or copy the following records: Psychotherapy notes, information compiled in reasonable anticipation of, or used in, a civil, criminal, or administrative action or proceeding, protected health information restricted by law, information that is related to medical research in which you have agreed to participate, information whose disclosure may result in harm or injury to you or to another person, or information that was obtained under a promise of confidentiality.

You have the right to request a restriction of your protected health information – This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is not required to agree to your requested restriction except if you request that the physician not disclose protected health information to your health plan with respect to healthcare for which you have paid in full out of pocket.

You have the right to request to receive confidential communications – You have the right to request confidential communication from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e. electronically.

You have the right to request an amendment to your protected health information – If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures – You have the right to receive an accounting of disclosures, paper or electronic, except for disclosures: pursuant to an authorization, for purposes of treatment, payment, healthcare operations; required by law, that occurred prior to April 14, 2003, or six years prior to the date of the request.

You have the right to receive notice of a breach – We will notify you if your unsecured protected health information has been breached.

You have the right to obtain a paper copy of this notice from us even if you have agreed to receive the notice electronically. We reserve the right to change the terms of this notice and we will notify you of such changes on the following appointment. We will also make available copies of our new notice if you wish to obtain one.

COMPLAINTS

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our Compliance Officer of your complaint. We will not retaliate against you for filing a complaint. HFHC Compliance officer is:

Cheraye LeGrand 806-373-4010 caguirre@hillsidefamilyhealth.com

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. We are also required to abide by the terms of the notice currently in effect. If you have any questions in reference to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our main phone number. Please sign the accompanying "Acknowledgment" form. Please note that by signing the Acknowledgment form you are only acknowledging that you have received or been given the opportunity to receive a copy of our Notice of Privacy Practices			
Patient Name (print) /Paciente Nombre (escribe)	Date		
Patient Signature/Guardian Signature/ Firma del paciente firma de madre/tutor fecha	Date		



HEALTH INSURANCE CLAIM FORM

PPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12	2	PICA TI
. MEDICARE MEDICAID TRICARE CHAMPA	- HEALTH PLAN - BLK LUNG	1a. INSURED'S I.D. NUMBER (For Program in Item 1)
. (Medicare#) (Medicaid#) (ID#/DoD#) (Member)		4. INSURED'S NAME (Last Name, First Name, Middle Initial)
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)	3. PATIENT'S BIRTH DATE SEX	
5. PATIENT'S ADDRESS (No., Street)	6. PATIENT RELATIONSHIP TO INSURED	7. INSURED'S ADDRESS (No., Street)
CITY STATE	Self Spouse Child Other 8. RESERVED FOR NUCC USE	CITY STATE :
CITY	S. NEGETVES FOR NOOD SEE	
ZIP CODE TELEPHONE (Include Area Code)		ZIP CODE TELEPHONE (Include Area Code)
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)	10. IS PATIENT'S CONDITION RELATED TO:	11, INSURED'S POLICY GROUP OR FECA NUMBER
a. OTHER INSURED'S POLICY OR GROUP NUMBER	a. EMPLOYMENT? (Current or Previous)	ZIP CODE TELEPHONE (Include Area Code) () 11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH MM
b. RESERVED FOR NUCC USE	b. AUTO ACCIDENT? PLACE (State)	b. OTHER CLAIM ID (Designated by NUCC)
TO COMPANY CONTROL OF THE PROPERTY OF THE PROP	YES NO NO	
c. RESERVED FOR NUCC USE	c. OTHER ACCIDENT?	c. INSURANCE PLAN NAME OR PROGRAM NAME
A MOUDANCE DI ANNIANE OD DESCRIANIANE	YES NO 10d. CLAIM CODES (Designated by NUCC)	d. IS THERE ANOTHER HEALTH BENEFIT PLAN?
d. INSURANCE PLAN NAME OR PROGRAM NAME	Tod. SEATINI GODES (Designated by NOOS)	YES NO If yes, complete items 9, 9a, and 9d.
READ BACK OF FORM BEFORE COMPLETII 12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize th to process this claim. I also request payment of government benefits eith	e release of any medical or other information necessary	 INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.
below.		CICHER
MM I DD I YY	DATE 5. OTHER DATE WAL WAL WAL WAT WAT MM DD YY	SIGNED 16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION MM DD YY FROM TO TO
QUAL.	7a.	18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES MM DD YY
1	7b. NPI	FROM TO
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? \$ CHARGES
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to se	ervice line below (24E) ICD Ind.	22. RESUBMISSION CODE ORIGINAL REF. NO.
A. L B. L C.	D. L.	23, PRIOR AUTHORIZATION NUMBER
E. L F. L G.	Н. Ц.	23, PHIOR AUTHORIZATION NUMBER
	CEDURES, SERVICES, OR SUPPLIES E.	F. G. H. I. J. DAYS EPSDT ID. RENDERING OR Farily UNITS Plan QUAL. PROVIDER ID. #
From	plain Unusual Circumstances) DIAGNOSI CPCS MODIFIER POINTER	S CHARGES UNITS Plan QUAL. PROVIDER ID. #
		NPI
		NPI
		NPI
		NPI NPI
		NPI NPI
		l NPI
	"S ACCOUNT NO. 27. FOR govt. claims, see back?" YES NO	The state of the s
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)	E FACILITY LOCATION INFORMATION	33. BILLING PROVIDER INFO & PH # ()
a.	b.	a. b.
SIGNED DATE	DI FACE DOINT OR TYPE (PROSISS APPROVED OMB-0938-1197 FORM 1500 (02-1

HILLSIDE FAMILY HEALTH CLINIC

This form must be filled out before seeing the Provider

CHILD HEALTH HISTORY

Patient Name Patient Date of			of Birth:					
Has	the child or child's fa	amily had any history of,	or conditions related to, any	y of the following	:			
Anen	nia	_ □Cancer	□Epilepsy	□HIV+/AII	OS	☐ Mononucleosi	s	☐ Thyroid
Arthr	itis	_ □Cerebral Palsy	□Fainting	□Immuniza		□ Mumps □ Pregnancy(teen	`	☐ Tobacco/Drug U☐ Tuberculosis
	na	_ □Chicken Pox □Chronic Sinusitis	□Growth Problems □Hearing	□Kidney □Latex aller				☐ Venereal Disease
	ling disorders		_ □Hearnig	Liver				☐ Other
Bones	s/Joints	□Ear Aches	☐Hepatitis	□Measles		☐ Sickle cell	_	
			I/MGF-MaternalGrandmother/ int/Uncle, PA/PU-Paternal Au		/PGF-			
	very Information	anoi, mi pine material me	ang emere, 111/1 e 1 aremar 11a					
13	Place of Birth?						Yes	No
14	Hours of Labor?				22	Breach?		
15	Term?				_ 23	Difficulty breathing?		
16	Premature?				24	Any Infection?		
17	Multiple births?				25	Heart Murmur		
18	Type of Delivery?	?			_ 26	Jaundice?		
19	Age at Discharge				_ 27	Seizures?		
20	Birth Wight				_			
21	Birth Length				_			
	History	ony magazintion and/or o	van tha agruptan madigations	on vitomin ovenl		at this times	Yes	No
1	is the child taking	any prescription and/or of	ver the counter medications	or vitamin supple	ements	at this time		
	If yes, please list							
2	Is the child allergion	c to any medications, i.e. j	penicillin, antibiotics, or oth	er drugs?				
	If yes, please list							
3	_	c to anything else, such as	certain foods?					
	If yes, please list						_	_
4	If yes, please expla	er had a serious illness?						
5	•	been hospitalized?						
3	If yes, please expla	_					П	
6		ally, mentally or emotiona	ally impaired					
7	1 2	essive bleeding when cut	• •					
8		e fluoride supplements						
9	Is fluoride toothpa	ste used?						
Moth	ers History During p	regnancy						
8	Did the mother eve	er use OTC or prescription	n medications?					
	If yes, please list h	ow much						
9	Did the mother eve	er use tobacco or alcohol?	1					
	If yes, please list h	ow much						
10	Did the mother eve	er use street drugs of any	form?					
	If yes, please list h	ow much						
11	Caffeine?							
	If yes, please list h	ow much				_		
12	Others:					_		
Paren	nt/ Guardian Signature	: :		Da	ate:			



Texas Department of State Health Services

IMMUNIZATION REGISTRY (ImmTrac2) Minor Consent Form



(Please print clearly)	Minor Consent Form			
	-			
Child's Last Name	•			
Child's First Name	Child's Middle Name			
Child's Date of Birth *Children younger than 18	8 years old only. Child's Gender: Male Female			
Child's Address	Apartment # Telephone			
City	State Zip Code County			
	State Zip Code County			
Mother's First Name	Mother's Maiden Name			
Doctors, public health departments, schools, and other authorized professionals can access your child's immunization history to ensure that important vaccines are not missed. The Texas Department of State Health Services encourages your voluntary participation in the Texas immunization registry.				
Consent for Registration of Child and Release of Immunization Records to Authorized Entities I understand that, by granting the consent below, I am authorizing release of the child's immunization information to DSHS and I further understand that DSHS will include this information in the state's central immunization registry ("ImmTrac2"). Once in ImmTrac2, the child's immunization information may by law be accessed by: • a public health district or local health department, for public health purposes within their areas of jurisdiction; • a physician, or other health-care provider legally authorized to administer vaccines, for treating the child as a patient; • a state agency having legal custody of the child; • a Texas school or child-care facility in which the child is enrolled; • a payor, currently authorized by the Texas Department of Insurance to operate in Texas, regarding coverage for the child. I understand that I may withdraw this consent to include information on my child in the ImmTrac2 Registry and my consent to release information from the Registry at any time by written communication to the Texas Department of State Health Services, ImmTrac Group — MC 1946, P. O. Box 149347, Austin, Texas 78714-9347.				
By my signature below, I <u>GRANT</u> consent for registrat Texas immunization registry. Parent, legal guardian, or managing conservator:	Trinted Name			

Privacy Notification: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See http://www.dsbs.texas.gov for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003, and 559.004)

Questions? (800) 252-9152

Date

• (512) 776-7284

Fax: (866) 624-0180

Signature

• www.ImmTrac.com

Texas Department of State Health Services • ImmTrac Group - MC 1946 • P. O. Box 149347 • Austin, TX 78714-9347

<u>PROVIDERS REGISTERED WITH ImmTrac2</u>: Please enter client information in ImmTrac2 and affirm that consent has been granted. **DO NOT fax to ImmTrac2**. Retain this form in your client's record.

Stock No. C-7 Revised 09/2017