# HILLSIDE FAMILY HEALTH CLINIC, PA.

# CHILD 12-17

# CATHY POWERS, FNP

# **REGISTRATION PACKET**

	Р	atient Information		
Date			Phone	
				Social Sec:
Name:				
Please use your legal name.	Last	First	Middle	
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Address				P.O. Box
City:		S	tate:	Zip:
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Referred By:				
In case of Emergency				
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insurance Company.		Group Number.		Wiember ID.
Please list all previous Health Ca	are Providers:			
The above information is true to the bes Hillside Clinic only estimates my benef				
accurate insurance card and/or letter is i				
Health Clinic or insurance Company to	release any information	required to process my claims	. I also agree to off	ce policies and privacy practices
	ailable upon request) in	addition, I authorize Hillside F	amily Health Clini	e to a Medication History
Review.				
Parent/ Guardian/ Responsible				
Party Signature:				

# 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 <u>naguire@hillsidefamilyhealth.com</u> 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

The Health Insurance Portability and Accountability Act (HIPPA) require the patient (or parent, guardian or legal representative) to consent for others to look at the patient Medical Records. Please write the names below of relatives or friends, 18 years old or older, that can have access to the patient medical records. These will be the only people to look at or receive information about your health care. <u>HFHC will not disclose information to anyone other then the parent,</u> guardian, or legal representative for minors, that are not listed below.

Full Name:	Relationship to Patient:

#### Authorization for Medical Treatment of Minors

By signing this form, the patient parent, guardian, or legal representative give the following people permission to obtain and order medical treatment for this patient. They are of age (18 years or older) to make medical treatment decisions while the parent, guardian, or legal representative is absent, they may also sign any and all medical paperwork so that the patient can receive proper and prompt medical treatment. This is valid until a written notice states otherwise. <u>HFHC will not</u> <u>allow the patient to be seen without a parent, guardian, or legal representative unless they are listed below or have</u> <u>written permission.</u>

Full Name:	Relationship to Patient:

Patient [Parent, Guardian, or Legal Representative] Signature

# HILLSIDE FAMILY HEALTH CLINIC

#### This form must be filled out before seeing the Provider

CHILD HEALTH HISTORY

Patient Name (PRINT):	SSN:	DOB:	
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is requesting that Hillside Family Health Clinic, PA obtain health information FROM the person/company/agency/facility listed below.

Name:	
Organization Name:	
Address:	
Phone Number:	

The information to be disclosed relates to service dates beginning \_\_\_\_\_\_ and ending \_\_\_\_

Entire Medical Record	Medication List	Physical Therapy Notes
Demographic Information	□ Immunizations	Occupational Health Record
History & Physical	Test Results	□ Other:
Medical/ Surgical History	□ Other Assessments	
Physician Office Notes	Discharge Summary	

The purpose of the disclosure: ("Request of the individual" is sufficient for patient-initiated releases)

Request of Individual	Change of Provider	Legal Investigation
Referral to Specialist	□ Insurance	□ Other:
Continuing Care	U Workers Comp	

#### **Conditions and Notifications:**

By signing this form, I authorize you to release confidential health information about me, by releasing a copy of my medical record, or a summary or narrative of my protected health information, to

Hillside Family Health Clinic, PA. Ph: 806-373-4010 Fax: 806-331-6373

Cathy Powers, FNP Thomas Sames, MD

I understand that I may revoke this consent (in writing) at any time except to the extent that action has been take in reliance on it. This consent will expire 180 days after my signature unless otherwise specified.

Patient [Parent, Guardian, or Legal Representative] Signature

Date

Additional Information:

# 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 make disclosures to you upon your request. 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

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

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# HILLSIDE FAMILY HEALTH CLINIC

#### This form must be filled out before seeing the Provider

#### CHILD HEALTH HISTORY

Has Inem		nily had any history of, o Cancer	r conditions related to, any Depilepsy	of the following :	Mononucleosis		□ Thyroid
rthri	is	Cerebral Palsy	Grainting	□Immunizations	□ Mumps		□ Tobacco/Drug Use
Asthm	a	Chicken Pox			<ul> <li>Pregnancy(teen)</li> <li>Rheumatic feve</li> </ul>		<ul> <li>Tuberculosis</li> <li>Venereal Disease</li> </ul>
	ng disorders	Chronic Sinusitis	_ □Hearing □Heart	□Latex allergy □Liver	_ □ Kneumatic leve		Other
	Joints		Hepatitis	□ Measles	□ Sickle cell		<b>_</b> 0 mm
**Ple	ase indicate: M-Mother,	, F-Father, S-Sibling,MGM/	MGF-MaternalGrandmother/Ont/Uncle, PA/PU-Paternal Aur				
	ry Information						
3	Place of Birth?					Yes	No
4	Hours of Labor?			22	Breach?		
5	Term?			22	Difficulty breathing?		
6	Premature?				Any Infection?		
7	Multiple births?				Heart Murmur		
8	Type of Delivery?			26	Jaundice?		
.9	Age at Discharge				Seizures?		
20	Birth Wight						
21	Birth Length						
	Is the child taking a	ny prescription and/or ov	er the counter medications	or vitamin supplements	at this time		
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Name:

#### D.O.B:

Date:

## **The CRAFFT Screening Questions**

Yes Sí

"anything else" includes illegal drugs, over the counter and prescription drugs, and things that you sniff or "huff"

# If the patient answered NO to ALL of the questions in Part A, ask the CAR question only. If the patient answered YES to ANY of the questions in Part A, ask ALL SIX CRAFFT questions.

Par	t B/Parte B	No	Yes
1.	Have you ever ridden in a CAR driven by someone (including yourself) who was "high" or had been using alcohol or drugs?		
2.	Do you ever use alcohol or drugs to RELAX, feel better about yourself, or fit in?		
3.	Do you ever use alcohol or drugs while you are by yourself, or ALONE?		
4.	Do you ever FORGET things you did while using alcohol or drugs?		
5.	Do your FAMILY or FRIENDS ever tell you that you should cut down on your drinking or drug use?		
6.	Have you ever gotten into TROUBLE while you were using alcohol or drugs?		

#### CONFIDENTIALITY NOTICE: AVISO DE CONFIDENCIALIDAD:

The information on this page may be protected by special federal confidentiality rules (42 CFR Part 2), which prohibit disclosure of this information unless authorized by specific written consent. A general authorization for release of medical information is NOT sufficient.

Name:

D.O.B:

Date:

# **Pediatric Symptom Checklist (PSC-17)**

# lista de síntomas pediátricos

# Please mark under the heading that best describes your child:

Por favor marque bajo el título que mejor describe a su hijo:

## (0) (1) (2)

NEVER SOMETIMES OFTEN

1.	Feels sad, unhappy	_	_	_
	-se siente triste , infeliz			
2.	Feels hopeless			
	-se siente sin esperanza			
3.	Is down on self			
	-se siente mal de uno mismo			
4.	Worries a lot			
	-Se preocupa mucho			
5.	Seems to be having less fun			
	-Parece que se divierte menos			
6.	Fidgety, unable to sit still	_	_	_
-	-Inquieto, incapaz de quedarse quieto			
7.	Daydreams too much	_	_	_
0	-Suena dispierto demasiado			
8.	Distracted easily	П		
9.	<i>-distrae fácilmente</i> Has trouble concentrating			
9.	-tiene dificultad para concentrarse	П		
	actúa como si tuviera un motor			
10.	Fights with other children			—
10.	-pelea con otros niños			
11.	Does not listen to rules	_	_	_
	-no escucha a las normas			
12.	Does not understand other people's feelings			
	-no comprende los sentimientos de otros			
13.	Teases others			
	-se burla de los demás			
14.	Blames others for his/her troubles			
	-culpa a los demás por sus problemas			
15.	Refuses to share			
	-se niega a compartir			
16.	8 8	_	_	_
	-toma las cosas que no pertenecen a él o ella			

Does your child have any emotional or behavioral problems for which she/he needs help? No Yes

¿Su hijo tiene algún problema emocional o de comportamiento para el que él / ella necesita ayuda? No Sí

	MUNIZATION REGISTRY (ImmTrac2)
(Please print clearly)	
Child's Last Name	
Child's First Name	Child's Middle Name
Child's Date of Birth *Children younger than 18 years old only. Child's Gender: Male Female	
Child's Address	Apartment # Telephone
City	State Zip Code County
Mother's First Name	Mother's Maiden Name
<ul> <li>immunization registry is a secure and confidential service that consolidates and stores your child's (younger than 18 years of age) immunization records. With your consent, your child's immunization information will be included in ImmTrac2. Doctors, public health departments, schools, and other authorized professionals can access your child's immunization history to ensure that important vaccines are not missed.</li> <li>The Texas Department of State Health Services encourages your voluntary participation in the Texas immunization registry.</li> <li>Consent for Registration of Child and Release of Immunization Records to Authorized Entities</li> <li>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:         <ul> <li>a public health district or local health department, for public health purposes within their areas of jurisdiction;</li> <li>a ptase school or child-care provider legally authorized to administer vaccines, for treating the child as a patient;</li> <li>a state agency having legal custody of the child;</li> <li>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 Registry and my consent to release information form 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.</li> </ul> </li></ul>	
By my signature below, I GRANT consent for registration. I wish to INCLUDE my child's information in the	
Texas immunization registry. Parent, legal guardian, or managing conservator:	
Tarent, lega guardian, or managing conservate	Printed Name
Date	Signature
<b>Privacy Notification:</b> 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 <u>http://www.dsbs.texas.gov</u> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003, and 559.004)	
Questions? (800) 252-9152 • (512) 776-728	84 • Fax: (866) 624-0180 • <u>www.ImmTrac.com</u>
Texas Department of State Health Services • ImmTrac Group – MC 1946 • P. O. Box 149347 • Austin, TX 78714-9347	
<b>PROVIDERS REGISTERED WITH ImmTrac2</b> : Please enter client information in ImmTrac2 and <b>affirm</b> that consent has been granted. <b>DO NOT fax to ImmTrac2. Retain this form in your client's record.</b>	
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