

**Patient Registration – Additional Forms**
**PAYMENT AGREEMENT**

I agree all payments and co-payments must be paid at the time of service. I understand in order to be eligible for the sliding fee scale I must provide proof of income. Proof may consist of my previous tax return, paycheck stubs (3), unemployment printout, etc. This information must be provided at the time of visit for the sliding scale to be offered. I understand if my account is 90 days past due, I will receive a letter stating I have to pay on my account or I am subject for my past due account being written off to bad debt. I understand partial payments will be accepted unless otherwise negotiated.

**INSURANCE FILING**

I hereby authorize Health Ministries Clinic (HMC) to furnish information to insurance carriers concerning my illness and treatments. I understand my insurance will be filed as a courtesy and I agree to be financially responsible for any balance due to Health Ministries Clinic, Inc. I understand failure to provide HMC with current, accurate insurance information will result in all charges becoming my responsibility or responsible party. All co-pays and co-insurance fees are due at time of service. These payments do not guarantee payment in full. Statements will be mailed for charges exceeding the initial payment made. I understand I will be responsible for any charges not paid by my insurance.

**MEDICARE PATIENTS**

Patients with Medicare or Medicaid, please be advised there may be an applicable co-pay for services rendered. I authorize Medicare benefits be made either to me or on my behalf to Health Ministries Clinic, Inc. for any services furnished me by Health Ministries Clinic, Inc. I authorize any holder of medical information about me to release to the Centers for Medicare & Medicaid Services (CMS) and its agents any information needed to determine these benefits or the benefits payable to related services.

I understand my signature requests that payment be made and authorizes release of medical information necessary to pay the claim. In Medicare assigned cases, the physician or supplier agrees to accept the charge determination of the Medicare carrier as the full charge, and the patient is responsible only for the deductible, co-insurance, and non-covered services. Coinsurance and the deductible are based upon the charge determination of the Medicare carrier.

**ATTENDANCE AGREEMENT**

I agree to contact HMC via phone, website or patient portal prior to the event that I need to cancel or reschedule my appointment. I understand all appointments (i.e., medical, dental and behavioral health) are considered a no show if I fail to report to the clinic for a scheduled appointment. A no show will be implemented when a patient shows for their appointment 10 minutes or more after appointment. I understand I need to arrive 15 minutes prior to my appointment time, to complete the required check-in process and pay fees at the reception desk. I agree if I have two (2) no-shows within a one-year period, I will be required to meet with a Patient Care Coordinator and/or designee prior to scheduling another appointment. I understand if I have a third (3) no-show in a one-year period, I may be informed I will no longer have the ability to schedule future appointments or possibly be placed on "same day scheduling" for a minimum of six (6) months. I understand If I have scheduling privileges suspended, I may request that my status be reviewed by the Chief Executive Officer and/or designee. I acknowledge I understand the expectations about the need to keep my scheduled appointment and the potential consequences if this fails to happen.

**ELECTRONIC HEALTH INFORMATION TECHNOLOGY**

HMC participates in electronic Health Information Technology (HIT). This technology allows a provider or a health plan to make a single request through a Health Information Organization (HIO), to obtain electronic records for a specific patient from other HIT participants for purposes of treatment, payment, or health care operations. HIO's are required to use appropriate safeguards to prevent unauthorized uses and disclosures. You have two options with respect to HIT. First, you may permit authorized individuals to access your electronic health information through an HIO. If you choose this option, you do not have to do anything. Second, you may restrict access to all of your information through an HIO (except by law). If you wish to restrict access, you must submit the required information either online at <http://www.KanHIT.org> or by completing and mailing a form. You cannot restrict access to certain information only; your choice is to permit or restrict access to all of your information. If you have questions regarding HIT or HIO's, please visit <http://www.KanHIT.org>.

**PATIENT CONSENT FOR SCRIBE AND TELEHEALTH SERVICES**

I understand that HMC provides telehealth services and uses audio scribe services. I give my permission to be audio recorded during my visits, should my provider utilize such services. I acknowledge that my participation is voluntary and that I may revoke this consent at any time providing HMC a 30-day written notice.

**PATIENT ACKNOWLEDGEMENT & NOTICE OF PRIVACY PRACTICES**

I acknowledge that HMC has given me the right to review and secure a copy of the Notice of Privacy Practices, which describes how health information about me may be used and disclosed, as well as a complete description of the uses and disclosures of my protected health information and my rights under HIPAA. I understand that HMC reserves the right to change the terms of this notice periodically, and that I may contact Health Ministries Clinic at any time to obtain the most current copy of these documents. I understand that if I have any questions regarding any of these documents, I can contact HMC. A paper copy may be obtained at the reception desk.

**I hereby acknowledge that I have read, fully understand, and accept the terms of the financial guidelines and policies stated above.**

PATIENT/PARENT OR GUARDIAN NAME (PRINT):

PATIENT DOB:

PATIENT/PARENT OR GUARDIAN SIGNATURE:

DATE: