

# NEW PATIENT CHECKLIST

## ☐ Step 1: Complete Your Registration Paperwork

Fill out and sign all required forms provided to you. If you need help, let us know.

## ☐ Step 2: Tell Us About Your Preferences and Needs

Please check or fill in the information that applies to you:

- Provider gender preference: ☐ Male ☐ Female ☐ No preference
- Transportation assistance needed: ☐ Yes ☐ No
- Communication assistance (i.e.: interpreter needed): ☐ Yes ☐ No
- Preferred 1st appointment day/time:

---

---

- Previous primary care provider & specialists (list all):

---

---

---

---

## ☐ Step 3: Turn in Your Paperwork

Please return your completed forms to a Patient Services Representative or hand them to a Patient Ambassador. We'll make sure everything is in order.

## ☐ Step 4: Request Your Medical Records

We can help you request your records from previous providers. You do not need an appointment for this step, just ask us how!



**PATIENT REGISTRATION FORM**

<b>FULL NAME</b>			<b>PREFERRED NAME</b>		
<b>DATE OF BIRTH (MM/DD/YY)</b>		<b>SSN#</b>		<b>GENDER AT BIRTH</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>ADDRESS</b>		<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>MAILING ADDRESS (IF DIFFERENT FROM ADDRESS)</b>		<b>MAILING CITY</b>		<b>MAILING STATE</b>	<b>MAILING ZIP CODE</b>
<b>HOME PHONE</b>		<b>CELL PHONE</b>		<b>WORK PHONE</b>	
<b>ADDITIONAL/FORMER NAMES (EX. MAIDEN NAME)</b>			<b>LEGAL MARITAL STATUS</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Partner		
<b>EMAIL ADDRESS (REQUIRED FOR PATIENT PORTAL ACCESS)</b>			<b>Employer:</b>		<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> PRN <input type="checkbox"/> Student
<b>PHARMACY</b> <input type="checkbox"/> Health Ministries Clinic Pharmacy <input type="checkbox"/> Other Pharmacy (specify): _____					
<b>TRANSPORT</b> Do you need Transportation Assistance to and from your appointments at Health Ministries Clinic? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>RACE</b> (Check all that apply)		<b>HOUSING</b> Are you currently experiencing homelessness?		<b>GENDER IDENTITY*</b>	
<input type="checkbox"/> White		<input type="checkbox"/> Yes		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<input type="checkbox"/> Black/African American		<input type="checkbox"/> No		<input type="checkbox"/> FTM <input type="checkbox"/> MTF	
<input type="checkbox"/> American Indian/Alaska Native		<b>IF YES:</b> are you utilizing any of the following?		<input type="checkbox"/> Nonbinary <input type="checkbox"/> Decline to specify	
<input type="checkbox"/> Other Pacific Islander		<input type="checkbox"/> Transitional		<input type="checkbox"/> Other (please specify): _____	
<input type="checkbox"/> Samoan		<input type="checkbox"/> Doubling Up		<b>SEXUAL ORIENTATION*</b> (Not required if under the age of 18)	
<input type="checkbox"/> Guamanian or Chamorro		<input type="checkbox"/> Street			
<input type="checkbox"/> Asian		<input type="checkbox"/> Other (please specify): _____		<input type="checkbox"/> Straight or Heterosexual	
<input type="checkbox"/> Vietnamese		<b>DO YOU LIVE IN PUBLIC HOUSING?</b>		<input type="checkbox"/> Bisexual	
<input type="checkbox"/> Filipino		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Lesbian/Gay/Homosexual	
<input type="checkbox"/> Korean		<b>POPULATIONS</b> (Check all that apply)		<input type="checkbox"/> I do not know	
<input type="checkbox"/> Japanese				<input type="checkbox"/> Decline to Specify	
<input type="checkbox"/> Asian Indian		<input type="checkbox"/> Veteran		<input type="checkbox"/> Other (please specify): _____	
<input type="checkbox"/> Chinese		<input type="checkbox"/> Farm Worker		<b>PREFERRED PRONOUNS</b> He/Him      She/Her      They/Them Other (please specify): _____	
<input type="checkbox"/> Declined to Specify		<input type="checkbox"/> Migrant Worker			
<b>DO YOU IDENTIFY AS HISPANIC/LATINO?</b>		<b>PREFERRED LANGUAGE</b>		*Sexual Orientation and Gender Identity can play a significant role in determining health outcomes. Please see the front desk or ask your healthcare team if you have questions about disclosing this information.	
<input type="checkbox"/> No					
<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano		<input type="checkbox"/> English			
<input type="checkbox"/> Yes, Puerto Rican		<input type="checkbox"/> Spanish			
<input type="checkbox"/> Yes, Cuban		<input type="checkbox"/> Interpreter Needed			
<input type="checkbox"/> Yes, Other Hispanic Latino		<input type="checkbox"/> Other: _____		<b>HOW DID YOU HEAR ABOUT HMC?</b> <input type="checkbox"/> Social media <input type="checkbox"/> Flyers <input type="checkbox"/> Google <input type="checkbox"/> Friend <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Check if Same as Patient <b>RESPONSIBLE PARTY (PERSON RESPONSIBLE FOR PAYING ON PATIENT ACCOUNT)</b>					
<b>FULL NAME</b>			<b>SSN#</b>		
<b>DATE OF BIRTH</b>		<b>EMPLOYER</b>		<b>CONTACT NUMBER</b>	
<b>ADDRESS</b>		<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>

PATIENT NAME:				DOB:	
<b>INSURANCE INFORMATION (HMC WILL NEED A COPY OF YOUR INSURANCE CARD(S))</b>					
PRIMARY HEALTH INSURANCE:			SECONDARY HEALTH INSURANCE:		
HEALTH INSURANCE COMPANY			HEALTH INSURANCE COMPANY		
NAME OF POLICY HOLDER (IF DIFFERENT FROM ABOVE):			NAME OF POLICY HOLDER (IF DIFFERENT FROM ABOVE):		
GROUP #		POLICY #		GROUP #	
POLICY HOLDER'S DATE OF BIRTH (IF DIFFERENT FROM ABOVE):		POLICY HOLDER'S DATE OF BIRTH (IF DIFFERENT FROM ABOVE):		POLICY HOLDER'S DATE OF BIRTH (IF DIFFERENT FROM ABOVE):	
POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other _____			POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other _____		
<b>PRIMARY DENTAL INSURANCE</b>					
DENTAL INSURANCE COMPANY					
NAME OF POLICY HOLDER (IF DIFFERENT FROM ABOVE)					
POLICY HOLDER'S DATE OF BIRTH (IF DIFFERENT FROM ABOVE)					
POLICY HOLDER'S RELATIONSHIP TO PATIENT <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other _____					
<b>HOUSEHOLD INCOME</b>					
<p>The following information is used to determine if you may qualify for discounted fees and services.          This information can be updated at any time.</p> <p><b>Have insurance? You still may qualify for a discount!</b></p> <p>Sliding fee scales also apply for possible discounts at the pharmacy, along with HMC appointments.</p>					
<b>Number in Household</b>	<b>Annual Household Income</b>				
	<b>Slide A</b>	<b>Slide B</b>	<b>Slide C</b>	<b>Slide D</b>	<b>No Slide: (&gt;200% of FPG)</b>
<b>1</b>	<input type="checkbox"/> < \$15,650	<input type="checkbox"/> \$15,651-\$23,474	<input type="checkbox"/> \$23,475-\$27,387	<input type="checkbox"/> \$27,388-\$31,299	<input type="checkbox"/> > \$31,300
<b>2</b>	<input type="checkbox"/> < \$21,150	<input type="checkbox"/> \$21,151-\$31,724	<input type="checkbox"/> \$31,725-\$37,012	<input type="checkbox"/> \$37,013-\$42,299	<input type="checkbox"/> > \$42,300
<b>3</b>	<input type="checkbox"/> < \$26,650	<input type="checkbox"/> \$26,651-\$39,974	<input type="checkbox"/> \$39,975-\$46,637	<input type="checkbox"/> \$46,638-\$53,299	<input type="checkbox"/> > \$53,300
<b>4</b>	<input type="checkbox"/> < \$32,150	<input type="checkbox"/> \$32,151-\$48,224	<input type="checkbox"/> \$48,225-\$56,262	<input type="checkbox"/> \$56,263-\$64,299	<input type="checkbox"/> > \$64,300
<b>5</b>	<input type="checkbox"/> < \$37,650	<input type="checkbox"/> \$37,651-\$56,474	<input type="checkbox"/> \$56,475-\$65,887	<input type="checkbox"/> \$65,888-\$75,299	<input type="checkbox"/> > \$75,300
<b>6</b>	<input type="checkbox"/> < \$43,150	<input type="checkbox"/> \$43,151-\$64,724	<input type="checkbox"/> \$64,725-\$75,512	<input type="checkbox"/> \$75,513-\$86,299	<input type="checkbox"/> > \$86,300
<b>7</b>	<input type="checkbox"/> < \$48,650	<input type="checkbox"/> \$48,651-\$72,974	<input type="checkbox"/> \$72,975-\$85,137	<input type="checkbox"/> \$85,138-\$97,299	<input type="checkbox"/> > \$97,300
<b>8</b>	<input type="checkbox"/> < \$54,150	<input type="checkbox"/> \$54,151-\$81,224	<input type="checkbox"/> \$81,225-\$94,762	<input type="checkbox"/> \$94,763-\$108,299	<input type="checkbox"/> > \$108,300
<input type="checkbox"/> More than 9+ members in household—Please ask the Front Desk for additional information					
<input type="checkbox"/> <b>*I DO NOT QUALIFY FOR THE SLIDING FEE SCALE, AND/OR CHOOSE TO DECLINE*</b> <input type="checkbox"/> <b>**I ATTEST THAT I AM ABOVE 200% OF FEDERAL POVERTY GUIDELINES (FPG)**</b>					
<b>HMC OFFICE USE ONLY</b>					
<p>If the above patient needed help filling out this form and the patient and/or legal representative is present</p> <p>Staff Name: _____ Staff Signature: _____ Date Completed: _____</p>					

## Patient Communication Authorization

Patient Name: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

I authorize Health Ministries Clinic (HMC) to share my personal health information with the listed representative(s) below. I understand this authorization is voluntary. I understand that once information is disclosed, it may be disclosed by the third party(s), and the information may not be protected by Federal Privacy Laws or Regulations. I understand this consent will remain in effect until I request an update. This Authorization is for use, pursuant to the HIPPA Privacy Rules, if you are authorizing the release of medical/health information to another individual for access on an on-going basis to assist with your care and maintaining your information. You understand these records may contain information created by other persons or entities, including physicians and other health care providers as well as information regarding **the use of drug and alcohol treatment services, HIV/AIDS treatment, mental health services (excluding psychotherapy notes), reproductive health services, and treatment for sexually transmitted diseases.** You have the right to revoke this authorization at any time in person at HMC. The revocation is only effective after it is received and logged. Any use or disclosure made prior to a revocation is not included as part of the revocation. The purpose of this form is for HMC to communicate the patient's healthcare information to a 3<sup>rd</sup> party listed below. **This form expires one year from the date of signature unless revoked beforehand.**

**IF YOU ARE NOT AVAILABLE, MAY WE LEAVE A VOICE MESSAGE?**☐ No, do not leave a voice message☐ Yes, please leave a voice message**IF YOU ARE NOT AVAILABLE, WHO MAY WE COMMUNICATE WITH? PLEASE CHECK ALL THAT APPLY.**☐ **Communicate with SELF ONLY**☐ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Relationship to Patient: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Any Information     | <input type="checkbox"/> Appointment Information | <input type="checkbox"/> Consent to treat minor patient* (For patients under the age of 18) |
| <input type="checkbox"/> Emergency Contact   | <input type="checkbox"/> Test Results            |   |
| <input type="checkbox"/> Billing Information | <input type="checkbox"/> Pharmacy                |   |

☐ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Relationship to Patient: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Any Information     | <input type="checkbox"/> Appointment Information | <input type="checkbox"/> Consent to treat minor patient* (For patients under the age of 18) |
| <input type="checkbox"/> Emergency Contact   | <input type="checkbox"/> Test Results            |   |
| <input type="checkbox"/> Billing Information | <input type="checkbox"/> Pharmacy                |   |

☐ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Relationship to Patient: \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Any Information     | <input type="checkbox"/> Appointment Information | <input type="checkbox"/> Consent to treat minor patient* (For patients under the age of 18) |
| <input type="checkbox"/> Emergency Contact   | <input type="checkbox"/> Test Results            |   |
| <input type="checkbox"/> Billing Information | <input type="checkbox"/> Pharmacy                |   |

\*By selecting consent to treat, I, as the parent or guardian\*\* of the minor aged patient agree to allow the following persons checked above to give consent to the treatment of said minor.

\*\*Legal guardians please bring your paperwork noting your relation to the minor, if applicable

\_\_\_\_\_  
**Patient or Parent/Guardian Name Printed**\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**\_\_\_\_\_  
**Patient or Parent/Guardian Signature**

### PAYMENT AGREEMENT

I agree all payments and co-payments must be paid at the time of service. I understand 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 before 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 the appointment. I understand I need to arrive 15 minutes before 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 before 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 healthcare 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 NAME (PRINTED)

PATIENT DOB:

PATIENT OR PARENT/GUARDIAN SIGNATURE:

DATE:

☐ Patient or Parent/Guardian refuses to acknowledge Notice of Privacy Practices

## Patient's Rights and Responsibilities

Health Ministries Clinic (HMC) is a community health center that exists to promote and improve the quality of life by providing integrated healthcare. Each patient who entrusts HMC with their care is treated with dignity, respect, and compassion. HMC acknowledges that all patients have fundamental rights and is dedicated to honoring these rights. Every individual should be informed of the patient's rights and responsibilities before being provided care.

### PATIENT'S RIGHTS

While patients are in the care of HMC, staff is committed to respecting patient's privacy and their right to be an active partner in making decisions about their health care. Patients have a right to:

1. Be treated with courtesy, dignity, and respect with consideration for personal, cultural, psychosocial, religious, and spiritual preferences regardless of race, color, national origin, age, disability, sexual orientation, gender identity or language preference.
2. Expect communications and records pertaining to their care, including the source of payment, to be kept confidential.
3. Expect any discussions or consultations to be kept private; persons not directly involved in care are not present without patient and/or guardian's permission.
4. Effective communication that considers language needs, as well as hearing, speech and visual impairments.
5. Request information about fee schedules and payment policies.
6. Accurate and honest billing practices.
7. Request a reasonable estimate of the clinical cost of care and/or may receive one prior to treatment.
8. Have complete information about health status, diagnosis, prognosis, and treatment.
9. Receive comprehensive information to make informed treatment decisions.
10. Be respected related to the right to refuse care, treatment, or services in accordance with laws and regulations.
11. Choose a provider that aligns with treatment goals.
12. To have access to, request amendment to, and obtain information on disclosures of patient's health information, in accordance with law and regulation.
13. Express suggestions or grievances to a member of clinic management.
14. Participate in decisions about their health care, unless medically inadvisable.
15. Lawfully assign someone to exercise the rights indicated above on their behalf, if unable to exercise said rights themselves.

### PATIENT'S RESPONSIBILITIES

While you are a patient of Health Ministries Clinic patients are expected to:

1. Provide, to the best of their knowledge, accurate information about present complaints, past illnesses, hospitalizations, medications.
2. Report unexpected changes in their health to the nurse or provider.
3. Ask questions to achieve better understanding (treatments, procedures, medications, etc.)
4. Be considerate of other patients and clinic staff.
5. Be a partner in their care.
6. Keep scheduled appointments and/or cancel/reschedule them as early as possible to allow others a chance to be seen.
7. Inform the health care provider if they feel uncomfortable about a recommended plan of treatment.
8. Provide accurate financial and insurance information needed to determine ability to pay for services.
9. Make reasonable efforts to pay for services at the time of the visit, or according to their payment plan. If this is not possible, notify HMC.
10. Provide the information needed to help with assistive services.
11. Notify HMC about changes regarding their financial situation or health insurance.
12. Respect the rights and property of other patients, staff, and other persons within HMC facilities.
13. Know the regulations and rules that apply while a patient inside the clinic.
14. Understand that aggressive behavior (including but not limited to physical assault, verbal harassment, abusive language, sexual language directed at others, threats) can result in dismissal from HMC.

I HAVE READ AND UNDERSTAND THE POLICIES AS STATED AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Patient Name (Printed)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Patient Date of Birth

\_\_\_\_\_  
Patient or Parent/Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

## HEALTH HISTORY (CONFIDENTIAL)

Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  

Last Name
First Name
Middle Name

Primary Care Provider: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Visit: \_\_\_\_\_

### Medical History (Check conditions you have or have had in the past)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Anemia                                      | <input type="checkbox"/> Liver Disease      | <input type="checkbox"/> High Blood Pressure         | <input type="checkbox"/> Eating Disorder         |
| <input type="checkbox"/> Arthritis                                   | <input type="checkbox"/> Chicken Pox        | <input type="checkbox"/> Heart Disease               | <input type="checkbox"/> Depression/Anxiety      |
| <input type="checkbox"/> Asthma                                      | <input type="checkbox"/> Kidney Disease     | <input type="checkbox"/> Thyroid issues              | <input type="checkbox"/> Drug Addiction          |
| <input type="checkbox"/> Diabetes                                    | <input type="checkbox"/> Chronic Bronchitis | <input type="checkbox"/> Stomach/Intestinal Problems | <input type="checkbox"/> Alcoholism              |
| <input type="checkbox"/> Emphysema                                   | <input type="checkbox"/> Migraine Headaches | <input type="checkbox"/> Dementia/memory loss        | <input type="checkbox"/> AIDS/HIV Positive       |
| <input type="checkbox"/> Epilepsy                                    | <input type="checkbox"/> Rectal Bleeding    | <input type="checkbox"/> Pacemaker                   | <input type="checkbox"/> Suicide Attempt         |
| <input type="checkbox"/> Gout  | <input type="checkbox"/> Prostate Problems  | <input type="checkbox"/> Organ transplant            | <input type="checkbox"/> Domestic Violence       |
| <input type="checkbox"/> Hernia                                      | <input type="checkbox"/> High Cholesterol   | <input type="checkbox"/> Artificial Heart Valves     | <input type="checkbox"/> Cancer of _____         |
| <input type="checkbox"/> Chest Pain                                  | <input type="checkbox"/> Multiple Sclerosis | <input type="checkbox"/> Received blood transfusion  | <input type="checkbox"/> Mental Condition: _____ |
| <input type="checkbox"/> Hepatitis                                   | <input type="checkbox"/> Tuberculosis (TB)  | <input type="checkbox"/> Bleeding Disorder           | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Stroke                                      | <input type="checkbox"/> Breast Lump        | <input type="checkbox"/> Pneumonia                   | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Osteoporosis-If yes, list medication: _____ |   |  | <input type="checkbox"/> Other: _____            |

### Medication(s):

List all medications, prescription & non-prescription	Dosage	Frequency

**Allergies** ARE YOU ALLERGIC TO LATEX? ☐No ☐Yes If yes, reaction \_\_\_\_\_

Allergy (Medication or Environmental)	Reaction

### Gynecological History

Age your menstrual cycle began: \_\_\_\_\_ Date of last menstrual cycle: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date of Last Pap Smear: \_\_\_\_\_ Result: \_\_\_\_\_  
 Date of Last Mammogram: \_\_\_\_\_ Result: \_\_\_\_\_

List any gynecological problems in past (i.e., endometriosis, breast lump, irregular periods, heavy bleeding, chronic pelvic pain) \_\_\_\_\_

**Obstetrical History** (Please fill out for each pregnancy even if it was a miscarriage or abortion.)

Type of Delivery (Miscarriage, Abortion, Vaginal Delivery, C-Section)	Date	Complications	Age

**Surgical & Hospitalization History**

List Type of Surgery or Reason for Hospitalization	Month/Year of Surgery

**Family Medical History** (Please fill in health information about your family and check if your family has been diagnosed or treated for the following)

Relation	Age	State of Health	Age of Death	Cancer	Diabetes	Hypertension	Heart Disease	Thyroid Disease	Lung Disease	Other
Father										
Mother										
Daughter										
Son										
Siblings										

**Social History**

Tobacco Use    ☐ Yes ☐ No ☐ Former    Type: \_\_\_\_\_    #Years: \_\_\_\_\_    # cigarettes/day: \_\_\_\_\_

How soon after waking up do you smoke: \_\_\_\_\_    Interested in quitting tobacco: ☐ No ☐ Yes ☐ Thinking about it

Passive Tobacco Exposure    ☐ Yes ☐ No

Illicit Drug Use    ☐ Yes ☐ No ☐ Former    Type: \_\_\_\_\_    #Years: \_\_\_\_\_    Amt/day: \_\_\_\_\_    Yr. Quit: \_\_\_\_\_

Alcohol Use    ☐ No ☐ Daily ☐ Weekly ☐ Monthly ☐ Socially    How many drinks per occasion: \_\_\_\_\_

Sexually active    ☐ Yes ☐ No - Any Sexually Transmitted Disease in the past? If yes, specify: \_\_\_\_\_

Caffeine Intake    ☐ Tea ☐ Soda ☐ Coffee    # of cups per day: \_\_\_\_\_

Exercise    ☐ 2-3x/week ☐ Daily    ☐ Occasional ☐ Never

**Immunizations**

Tdap <input type="checkbox"/> I have received a vaccine for Tdap	Hep B <input type="checkbox"/> I have received the Hepatitis B vaccination series
Flu <input type="checkbox"/> I have received the Flu vaccine this year	Shingles <input type="checkbox"/> I have received the Shingles 2-series vaccination
Covid <input type="checkbox"/> I have received the Covid vaccine	Pneumonia <input type="checkbox"/> I have received a vaccine for Pneumonia

Patient/Guardian (Print name)

Relationship

Patient/Guardian (Signature)





ONE PER REQUEST

### Authorization to Release Protected Health Information

#### SECTION 1 – Patient Demographics

First Name	Middle Initial	Last Name	
Maiden Name or other name used	Date of Birth	Telephone Number	
Street Name	City	State	Zip Code

#### SECTION 2 – Identification of Entity/Persons/ Class of Persons authorized to receive PHI

##### Release Information FROM:

Facility: \_\_\_\_\_

Address	City	State	Zip
Phone	Fax		

##### Release Information TO:

Facility: \_\_\_\_\_

Address	City	State	Zip
Phone	Fax		

#### SECTION 3 – Purpose

At the request of the individual the purpose for this disclosure is:

- ☐ Continuation of Care  
☐ Switching Providers  
☐ Other: \_\_\_\_\_

#### SECTION 4 – Check description of protected health information to be used or disclosed

##### Most Recent Records (past 18 months)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Colonoscopy        | <input type="checkbox"/> Imaging       | <input type="checkbox"/> Wellness/Physical exams |
| <input type="checkbox"/> Diabetic Eye Exams | <input type="checkbox"/> Immunizations | <input type="checkbox"/> Medication List         |
| <input type="checkbox"/> Mammogram          | <input type="checkbox"/> Lab Reports   | <input type="checkbox"/> Other: _____            |

☐ ONLY the specified information: \_\_\_\_\_

Specify dates of treatment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

#### SECTION 5 – Expiration

This authorization shall remain in effect until the date of \_\_\_\_\_ (or occurrence of a specified event) at which time this authorization to disclose the identified health information expires, but no later than one year from the date listed below. **If left blank, the authorization shall remain effective for 60 days after the date listed below.**

- ☐ No ☐ Yes, I authorize the release of information relating to sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV).
- ☐ No ☐ Yes, I authorize the release of information regarding behavioral or mental health services, and treatment of alcohol and drug abuse.
- ☐ No ☐ Yes, I authorize the release of information regarding reproductive health

#### SECTION 6 – Statement of Understanding

I, the undersigned, have read the above and authorize the disclosure of such health information as described. I understand that:

- This authorization is voluntary, and I may refuse to sign it.
- Treatment is not conditioned upon the execution of this authorization.
- If the person or entity that receives the information is not a healthcare provider or health plan covered by Federal privacy regulations, the information described above may be re-disclosed and no longer protected by those regulations.
- I may revoke this authorization at any time by providing written notice to the person listed as follows by mailing or hand-delivering written notification to the following: Privacy Officer, Health Ministries Clinic, 720 Medical Center Dr., Newton, KS 67114
- If I revoke this authorization, it will not affect disclosures already made in response on this authorization.
- I authorize the use or disclosure of the protected health information (PHI) as described above and may receive a copy of this form.
- Fees may be charged for preparing and sending copies of records, including a charge for labor and supplies of up to \$18.97 per request, a copying charge of up to \$0.63 for the first 250 pages and \$0.45 for additional pages, and the reasonable cost of all duplications of records that cannot be routinely duplicated on a standard photocopy machine.

\_\_\_\_\_  
Individual or Legal Representative Printed Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual or Legal Representative Signature

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Telephone Number