## Patient Registration: MINOR



	PATIENT INFORMATION							
Legal Last Name	F	First Name		M.I.	Preferred	Name	Date of Birth	
Legal Sex (Please check one Male Female *Sex assigned at birth (Male and Fen the name and sex you have listed on used on documents pertaining to ins correspondence.	nale). Please be your insurance	Sexual Orientation         Lesbian, gay or homosexual         Straight (not lesbian or gay)         Iale         Bisexual         cmale         Don't know         Chose not to disclose						
Home Address			Chose not to discle				Zip Code	
Mailing Address				City		State	Zip Code	
Please complete and indica	ite your pre		method by check	-	the boxes belo			
Housing Status:				Ibling Up Iter	p 📄 Street, Beach, Etc. 📄 Unreported			
	nic/Latino spanic/Latinc					mary or Preferred Language: English 🔲 Other:		
Race (pick one below that best describes you):         African American/Black       White       Chinese       Filipino       Guamanian         Japanese       Korean       Laotian       Marshallese       Micronesian       Native American         Native Hawaiian       Portuguese       Puerto Rican       Samoan       Tongan       Vietnamese         Other Asian       Other Pacific Islander       All Other (please specify):						Native American		
Other Asian Patient Portal is WHC's late results, communicate with y	est technolog	gy that allows y		nd view app	ointments, rec	quest medico	-	
Are you enrolled into Patie	nt Portal?	🗌 Yes 🗌 No	o <b>If No, d</b>	o you need	assistance to	enroll? 🗌	Yes 🗌 No	
		PARENT OR	LEGAL GUARDI	AN INFORM	<b>/IATION</b>			
Relationship of Guarantor	to Patient ((	Check One):	Self Self	oouse	Parent 🗌 (	Other:		
Legal Last Name	F	First Name		M.I.	Preferred	Name	Date of Birth	
Home Address				City		State	Zip Code	
Mailing Address				City		State	Zip Code	
Please complete and indica	ite your pre		method by check Day Phone	-	the boxes belo			
Marital StatusImage: MarrieImage: SingleSepara	=		Do You Need An Interpreter?	Yes No	Primary or P Language:	referred	English     Other:	
Employer/School Name:			Employed	ved	Student [	Full-Time	Casual Casual Retired	
Occupation:		Family Size (ir children unde	ncludes self, spou r 18):		amily Income: S		Monthly	

### **Patient Registration: MINOR**

Patient Name:	MRN:	
Parent/Guardian Name:	PERSON NO:	

EMERGENCY CONTACT INFORMATION CONTINUED							
Emergency Contact Name:		Relationship:					
Home Phone	Work Phone	Cell Phone					
Emergency Contact Name:		Relationship:					
Home Phone	Work Phone	Cell Phone					

I agree that all charges that are not directly paid by my insurance company will be my responsibility. I hereby authorize WHC to release information to my insurance carrier or organization in order to process claims on my behalf. I authorize payment of medical benefits to WHC for services rendered.
 I certify that the information I have furnished is true and correct to the best of my knowledge. I know it is a crime to fill out this form with facts I know are false or to leave out facts I know are important.

I consent and authorize Waimanalo Health Center to provide medical services including but not limited to

**Initials** 

**Initials** 

**Initials** 

Initials

I received the Privacy Practice Notice.

immunizations and screenings for my son/daughter/ward.

Signature of Parent/Legal Guardian		Date Signed		Signature of Responsible Party		Date Signed		
	FOR OFFICE USE ONLY							
MEDICAL SERVIC	<b>ES</b> – Record #							
Pt Status Type:	<ul> <li>Inactive</li> <li>Non-WHC Active</li> <li>Dental Patient Only</li> </ul>	Valid ID:		Scan ID Update NG Pt Picture	Insurance:	<ul> <li>Scan Card</li> <li>Update Info/Card</li> </ul>		
Collected By:	Da	te:		Entered By:		Date:		
DENTAL SERVICE	<b>S –</b> Person #							
Pt Status Type: Scheduled Active	<ul> <li>Inactive</li> <li>Non-WHC Active</li> <li>Dental Patient Only</li> </ul>	Valid ID:		Scan ID Update NG Pt Picture	Insurance:	<ul> <li>Scan Card</li> <li>Update Info/Card</li> </ul>		
Collected By:	Da	te:		Entered By:		Date:		

## **Patient Registration: INSURANCE**

Patient Name: MRN:										
PRIMARY MEDICAL INSURANCE INFORMATION										
Patient's Relationship to the Insure	e <b>d</b> (Checl	k One): [	Self Spouse		Parent Step-Ch	nild		Child Other:		
Policy Holder Name				Date of	Date of Birth Female			Unknown		
Plan Name	Policy #	# / Subscriber #	#	Group #	Group #		Effective Date:		Ex	piration Date:
Home Address				City	City		State		Zip (	Code
Home Phone		Work Phone	!		Cell Phone					
	SECO	NDARY MEDI	ICAL INSU	RANCE IN	IFORMA <sup>.</sup>	TION				
Patient's Relationship to the Insure	ed (Checl	k One):   [	Self Spouse	Г	Parent Step-Ch	nild		Child Other:		
Policy Holder Name		L		Date of				Male Female		Unknown
Plan Name	Policy #	# / Subscriber #	#	Group #		Eff	ective	e Date:	Ex	piration Date:
Home Address			City		·	State		Zip (	Code	
Home Phone		Work Phone	!			Cell Pl	hone			
	PRI	MARY DENTA	AL INSURA	ANCE INFO	ORMATIO	ON				
Patient's Relationship to the Insure	e <b>d</b> (Checl	k One): [	Self Spouse		Parent Step-Ch	nild		Child Other:		
Policy Holder Name				Date of Birth Male Grant Female			Unknown			
Plan Name	Policy #	# / Subscriber #	#	Group #		Eff	ective	e Date:	Ex	piration Date:
Home Address				City			Stat	e	Zip (	Code
Home Phone		Work Phone	!			Cell Pl	hone			
	SECO	NDARY DEN	TAL INSUF	RANCE IN	FORMAT	ION				
Patient's Relationship to the Insure	ed (Checl	k One): [	Self Spouse		Parent Step-Ch	nild		Child Other:		
Policy Holder Name			Date of	Date of Birth			Male Female		Unknown	
Plan Name	Policy #	# / Subscriber #	#	Group #		Eff	Effective Date:		Ex	piration Date:
Home Address				City	City State		e	Zip Code		
Home Phone		Work Phone				Cell Pl	hone			



l,,	the undersigned, hereby give Waimānalo
Health Center to examine my (son/daughter/ward):	
Child's Name	Date of Birth

to make such tests as are necessary for his/her diagnosis and care, and to give such treatment as the Waimānalo Health Center physicians deem necessary. This includes diagnosis and care at the Center clinic, at laboratories, X-ray facilities, clinics, emergency rooms and offices of specialists, and psychological tests.

I understand that for major surgery or other major procedures, special explanations will be made to me and special permission will be requested for me, unless the emergency is too great to wait to contact me.

This consent which I am signing is for the ongoing health care of my (son/daughter/ward) until I withdraw him/hear from the Center. I understand that it includes consent for general tests, tuberculin tests, applications to skin or mucous membranes, examination of mouth, genitals, rectum, and ears, repair of small cuts, and all other ordinary medical office procedures.

I am not hereby consenting to any experimental procedures nor to tests for research or scientific study.

My photograph and that of my child may be used for medical records and for publicizing the Waimānalo Health Center.

I certify that I have read (or had read to me) and fully understand the above consent for care. Any inapplicable statements were stricken or any exceptions to the above are indicated below before I signed. Exceptions:



	, the	
(Parent or Legal Guardian)	(Relationship)	
of		and
(Minor's Full Legal Name)	(Birthdate)	
of		and
(Minor's Full Legal Name)	(Birthdate)	
of		and
(Minor's Full Legal Name)	(Birthdate)	
of		and
(Minor's Full Legal Name)	(Birthdate)	
of		and
(Minor's Full Legal Name)	(Birthdate)	
of		
(Minor's Full Legal Name)	(Birthdate)	

Authorize and consent to any examinations, x-rays, anesthetic, medical diagnosis, immunization, or treatment rendered by the Waimānalo Health Center in the event that my child(ren) are brought to the Center by the following persons:

(Name)	(Relatio	nship)
(Name)	(Relatio	nship)
(Name)	(Relatio	nship)
(Name)	(Relatio	nship)
(Signature of Parent or Legal Guardian)	(Date)	
Telephone number where Parents/Legal Guard	lians can be reached:	
Father's Name	Business Phone	Home Phone
Mother's Name	Business Phone	Home Phone
Legal Guardian's Name	Business Phone	Home Phone

Rev.2020.06.01.Universal.vt



#### WAIMĀNALO HEALTH CENTER (WHC) ENCOURAGES PATIENTS AND THEIR `OHANA TO KNOW & EXERCISE THEIR RIGHTS AND RESPONSIBILITIES

As a Waimānalo Health Center Patient, As a Waimānalo Health Center Patient, you have the right to: your responsibilities are to:  $\dot{\mathbf{v}}$ Be treated with courtesy, dignity and respect-Treat all persons in the health center with courtesy, dignity and respect at all times. regardless of race, color, sex, age national origin, or beliefs. Provide accurate information for registration, billing, \* Be seen in a safe, secure environment and in a timely payment, informed consents and changes that occur, manner. including any changes in your address, phone number, Know the name of your health provider, and the insurance, and or any other contact information \* names and positions of staff you encounter. Provide information regarding your concerns to a patient advocate or may request to speak with the \* Be informed of your condition and understand the treatments. Dental Director, Chief Performance and Compliance \* Refuse treatment at any time and to be informed of Officer, Chief Medical Director or Chief Executive the risks of the refusal of treatment. Officer. Be informed of the reasons for tests and treatments Be on time for scheduled appointments and to cancel and to receive the results in a timely manner. appointments before the scheduled appointment, according to Waimānalo Health Center policies. This Refuse to sign consent forms until you understand includes any specialty or referral appointments made what you are signing. Refuse to participate in educational or experimental for you. activities by choice. Provide requested information for your medical history Participate in all decisions regarding your care as accurately including past illnesses, medications, stated within the law. allergies, hospitalizations, family and social histories. ✤ Ask questions if you are unclear about papers and Identify a person whom you would like to make decisions for you when you are unable to do so, using information that you and your provider have agreed the Advance Care Directives. upon. Be referred for emergency or specialized services not \* Keep your personal belongings in a safe place. Lost and/or stolen personal items are not the responsibility provided by WHC. Have your health information protected and held in of Waimānalo Health Center. confidentiality. Obtain explanations of monies that you owe to the health center on your bill. \* Request and receive copies of your medical records at a small fee.

Waimānalo Health Center complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

If you need language assistance, services free of charge, are available to you. Call 808-259-7949.

## WE WISH TO OFFER YOU THE BEST HEALTH CARE POSSIBLE AND APPRECIATE YOUR INPUT AS A HIGHLY VALUED TEAM PLAYER.

I have reviewed and received a copy of the above Patient Rights & Responsibilities. I understand that if I or any of my family members do not follow the rules, I may not be able to receive care at this health center.

Print Name of Patient

Date

Patient or Legal Guardian Signature



# 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.

#### Our Privacy Responsibilities:

Waimānalo Health Center (WHC) is required by law to maintain the privacy of your health information; provide this notice that describes the ways we may use and share your health information; and follow the terms of the notice currently in effect.

**Privacy Promise:** WHC understands that your health information is personal and protecting your health information is important. We follow strict federal and state laws that require us to maintain the confidentiality of your health information. You have the right to be notified if a breach of protected health information occurs.

Uses and Disclosures of Health Information Permitted by Law: The following categories describe the ways that the WHC may use and disclose your health information. Some health records including confidential communications with a mental health professional, some substance abuse treatment records, some genetic results, and some health information of minors, may have additional restrictions for use and disclosure under state and federal laws. Your health information will be used or disclosed only for the following purposes:

When you receive care from WHC, we may use your health information for treating you, billing services, and conducting our normal business known as health care operations. Examples of how we use your information include:

**Treatment**: We keep records of the care and services provided to you. Health care providers use these records to deliver quality care to meet your needs. For example, your doctor may share your health information with a specialist who will assist in your treatment. We may call you by name in the waiting room when the provider 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.

**Payment:** We keep billing records that include payment information and documentation of the services provided to you. Your information may be used to obtain payment from you, your insurance company, or another third party. We may contact your insurance company to verify coverage for your care or to notify them of upcoming services that may need prior notice or approval. We may disclose protected health information to other health care providers or third parties to assist in billing and collection efforts. You have the right to restrict disclosure of your protected health information to a health plan when you pay out of pocket in full for health care services.

**Health Care Operations:** We use health information to improve the quality of care, train staff and students, provide customer service, manage costs, conduct required business duties, and make plans to better serve our communities. For example, we may use your health information to evaluate the quality of treatment and services provided by our physicians, nurses, and other health care workers.

Individuals Involved in your Care or Payment of your Care: We may disclose your health information to a spouse, family member, close personal friend, or any individual identified by you if we obtain your agreement. You will have the opportunity to identify this person or to object to our disclosing information to them.

**Business Associates:** WHC may use or disclose health information about you with people who contract with us to provide goods and services used in your treatment or for hospital operations. Examples include copy services, consultants, interpreters, and health transcriptionists. The WHC requires these contractors to protect the confidentiality of your health information as we do.

**Research**: Under certain circumstances, we may use and disclose your health information for research purposes. Research projects are subject to a special review process that evaluates uses of health information; trying to balance the research needs with the need for patient privacy. Before we use or disclose health information for research, the project will have to be approved through this review process.

**Fundraising:** We may contact you to provide information about WHC sponsored activities, including fundraising programs and events. We would only use contact information, such as phone number and the dates you received treatment or services at WHC. Please inform us if you do not want us to contact you for these fundraising efforts.

**Health Care Communications:** To identify health-related services and products that may benefit you and then contact you about the services and products.

Deceased Individuals: We may release medical

information to a coroner, medical examiner, or funeral director as necessary for them to carry out their responsibilities.

**Organ Procurement Organizations:** We may release your health information to organizations that handle organ procurement or organ, eye, or tissue transplants or to an organ donation bank, as required and necessary to facilitate organ or tissue donation and transplants.

**Public Health Activities:** WHC may use or disclose your health information with public health authorities in charge of preventing or controlling disease, injury, or disability. For example, the WHC is required to report infectious diseases to the Hawaii Department of Health; billing practices may be audited by the Hawaii State Auditor; records are subject to review by the Secretary of Health and Human Services; and the Federal Food and Drug Administration (FDA) to ensure product safety.

**Workers Compensation:** WHC may use or disclose health information about you for workers compensation or similar programs that provide benefits for work-related injuries or illnesses.

Judicial and Administrative Proceedings: In the course of a judicial or administrative proceeding in response to a legal order or other lawful purpose.

Threat to Health and Safety: We may use and disclose your health information when necessary to prevent a serious threat to your health and safety, or the health and safety of others.

Law Enforcement Officials: Specialized Government Functions: We may disclose information to the police or other law enforcement officials as required by law or in compliance with a court order. We may disclose information to military or veterans' authorities about Armed Forces personnel, under certain circumstances. We may also disclose information to authorized federal officials for purposes of lawful intelligence, counter-intelligence, and other national security activities.

All other users and disclosures, not described in this notice, require signed authorization. You may revoke your authorization at any time with a written statement submitted to Health Information.

## **NOTICE OF PRIVACY PRACTICES**

**Specially Protected Health Information:** Unless otherwise required or permitted under law, disclosure of the following protected health information, outside our health center, requires your specific consent:

- AIDS/HIV information
- Mental health and mental illness records including psychotherapy notes
- Drug addiction and alcoholism (substance abuse) treatment records

Your individual Rights: You have the following rights concerning your health information. A request to exercise any of these rights must be made in writing to the Chief Performance and Compliance Officer and/or the Compliance Specialist.

**Right to Alternative Communications:** You have the right to request that WHC communicate with you in a certain manner. For example, you may ask that WHC contact you only at work, or a different address than your home address. You may request this during registration.

**Right to Inspect and or Copy:** You have the right to inspect and obtain copies of your health information. Usually, this includes health and billing records. *It does not include psychotherapy notes, or information we put together to prepare for legal action, and certain laws relating to laboratories.* 

To obtain a copy of your health information, please submit a request in writing to the Medical Records Department. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies and services from your request.

We may deny your request to inspect and copy your records in certain very limited circumstances. We will notify you in writing if your request has been denied and explain how you may appeal the decision. In certain limited situations, we will have to deny you access and you will not have the right to appeal that decision.

**Right to Amend:** If you think that health information in your record is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as we keep the information. You must provide a reason for the

amendment. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- We did not create.
- Is not part of the health information kept by our facility.
- Is not part of the information that you are allowed to inspect.
- Is accurate and complete.

**Right to Accounting of Disclosures:** You have the right to request a list accounting for any disclosures of your health information we have made. This accounting will not include disclosures:

- For treatment, payment, or health care options
- To persons involved in your care or for notification purposes
- Incidental to an otherwise permitted use or disclosure
- To correctional institutions or other law enforcement officials
- As part of a limited data set
- For national security or intelligence purposes
- For any use or disclosure that you specifically authorized or requested

You request must state a time period, which may not be longer than 6 years and not include dates before April 14, 2003. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred. We will mail you a list of disclosures within 30 days of your request, or notify you if we are unable to have the list within 30 days and by what date we can have the list; but this date will not exceed 60 days from the date you made the request.

**Right to Request Special Restrictions:** You have the right to request special restrictions on sharing of your health information. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care. We are not required to agree to your request for

restrictions if we are unable to comply or believe it will negatively affect the care we provide for you. In your request, you must tell us what information you want to limit and to whom you want the limits to apply; for example, disclosure of specific information to your spouse.

**Right to Copy of This Notice:** You have the right to obtain a paper copy of this Notice at any time. Copies of your current Notice are available from our front desk staff.

**Changes to this Notice:** We reserve the right to change our privacy practices as described in this Notice at any time. Except when required by law, we will write and make available upon request a new Notice before we make any changes in our privacy practices. The privacy practices in the most current Notice will apply to information we already have about you as well as any information we receive in the future. The Notice will contain an effective date.

**Contact Us:** If you would like further information about your privacy rights, are concerned that your privacy rights have been violate, or disagree with a decision that we made about access to your health information, contact the Chief Performance and Compliance Officer at (808) 954-7156 and Compliance Specialist at (808) 954-7166.

All complaints must be submitted in writing. We will investigate all complaints and will not retaliate against you for filing a complaint with the Office of Civil Rights of the U. S. Department of Health and Human Services. There will be no retaliation for filing a complaint.

Waimānalo Health Center complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

If you need language assistance, services free of charge, are available to you. Call 808-259-7949.

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Privacy Practices.

have read and/or received a copy of the Waimanalo Health Center's Notice of

## Child Health/Dental History Form

#### ADA American Dental Association®

America's leading advocate for oral health

Patient's Name			Nickname	Date	of Birth			
LAST	FIRS	T INITIAL						
Parent's/Guardian's Name			Relationship to Patient					
Address								
PO OR MAILING ADD	RESS		CITY	STATE		ZIP CODE		
Phone		Work		Sex	MO FO			
	dian) or the nationt had a	ny of the following diseases	or probleme?					
1. Active Tuberculosis, 2	. Persistent cough greate	er than a three-week duration ve, please stop and return t	, 3.Cough that produc	ces blood?		🖵 Yes	ЦN	0
Has the child had any h	istory of, or conditions	related to, any of the follo	owing:					
🗅 Anemia	Cancer	Epilepsy	HIV +/AIDS	Mononucleo	osis	Thyroid		
🗅 Arthritis	Cerebral Palsy	Fainting	Immunizations	Mumps		Tobacco/Drug	a Use	
🗅 Asthma	Chicken Pox	Growth Problems	🗅 Kidney	Pregnancy	(teens)	Tuberculosis	,	
Bladder	Chronic Sinusitis	Hearing	Latex allergy	Rheumatic	fever	Venereal Dise	ase	
Bleeding disorders	Diabetes	La Heart	Liver	Seizures		Other		
Bones/Joints	Ear Aches	Hepatitis	Measles	Sickle cell				_
Please list the name and	phone number of the	child's physician:						
Name of Physician				Phor	ne			
Child's History							Yes	No
	prescription and/or over	r the counter medications o	r vitamin supplements	at this time?		1.		
lf yes, please list:								_
2. Is the child allergic to	any medications, i.e. pe	nicillin, antibiotics, or other	drugs? If yes, please ex	xplain:		2.		
3. Is the child allergic to	anything else, such as o	certain foods? If yes, please	explain:			3.		
4. How would you desci	Tibe the child's eating ha	bits?						
5. Has the child ever ha	a serious illness? If ye	s, when: Ple	ease describe:			5.		
7. Deep the shild have a	bistory of any other ille				••••••	6.		
7. Does the child over rec	nistory of any other line	esses? If yes, please list: tic?		<u></u>		7.		
9 Doos the child have a	eiveu a general anestrie	uc /				8.		
9. Does the child have a	ny meened problems :				••••••••••••••••••			
11 Has the child ever ba	d a blood transfusion?					10.		
12 Is the child physically	mentally or emotionally	impaired?			•••••••			
13 Does the child experie	ance excessive bleeding	when cut?			•••••••	12.		
14 Is the child currently h	peing treated for any illne	esses?				۱۵. ۱۸		
15. Is this the child's first	visit to a dentist? If not	the first visit, what was the c	hate of the last dentist v	visit? Data	••••••••	14. 15		
16. Has the child had any	problem with dental tre	atment in the past?		visit : Date.	NOV PROPERTY	15.		
17. Has the child ever had	d dental radiographs (x-	ays) exposed?				17		
18. Has the child ever suf	fered any injuries to the	mouth, head or teeth?						
19. Has the child had any	problems with the erup	tion or shedding of teeth?				19		
20. Has the child had any	orthodontic treatment?					20		
21. What type of water	does your child drink	City water D Well water	ater D Bottled water	Filtered water	aNTY	The last		-
22. Does the child take	fluoride supplements	?						
23. Is fluoride toothpas	te used?							
24. How many times are t	he child's teeth brushed	per day? Whe	n are the teeth brushed	d?		24.		
25. Does the child suck h	is/her thumb, fingers or	pacifier?						
<ol> <li>At what age did the c</li> <li>Does child participate</li> </ol>	hild stop bottle feeding? in active recreational ac	Age Breast fe	eeding? Age			27		
		to discuss any and all rele					-	-
certify that I have read and	d understand the above	I acknowledge that my que	vant patient nearth iss	uirios sot forth abov	nent.	a anawarad ta m	,	
satisfaction. I will not hold r	ny dentist, or any other	member of his/her staff, resp	onsible for any action t	hev take or do not	take becaus	se of errors or	y	
omissions that I may have r	made in the completion	of this form.						
				Date				
								,
For completion by dentis								
								-1
								-
								_
								_
			-11					
For Office Use Only: U Medical	Alert U Premedication U A	Allergies 🗅 Anesthesia Reviewe	a by					