

PATIENT INFORMATION

Legal Last Name		First Name	M.I.	Preferred Name	Date of Birth
Legal Sex (Please check one)* <input type="checkbox"/> Male <input type="checkbox"/> Female <small>*Sex assigned at birth (Male and Female). Please be aware that the name and sex you have listed on your insurance must be used on documents pertaining to insurance, billing and correspondence.</small>		Gender Identity <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male/Female-to-Male <input type="checkbox"/> Transgender Female/Male-to-female <input type="checkbox"/> Other <input type="checkbox"/> Choose not to disclose		Sexual Orientation <input type="checkbox"/> Lesbian, Gay or Homosexual <input type="checkbox"/> Straight (not lesbian or gay) <input type="checkbox"/> Bisexual <input type="checkbox"/> Something else <input type="checkbox"/> Don't know <input type="checkbox"/> Choose not to disclose	
Home Address			City	State	Zip Code
Mailing Address			City	State	Zip Code
Please complete and indicate your preferred contact method by checking one of the boxes below: <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Day Phone <input type="checkbox"/> E-Mail Address					
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Do You Need An Interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary or Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Other: _____	
Housing Status: <input type="checkbox"/> Not Homeless <input type="checkbox"/> Homeless: <input type="checkbox"/> Doubling Up <input type="checkbox"/> Street, Beach, Etc. <input type="checkbox"/> Unreported <input type="checkbox"/> Shelter <input type="checkbox"/> Transitional					
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		Farmer Status: <input type="checkbox"/> N/A <input type="checkbox"/> Seasonal <input type="checkbox"/> Migrant		Active Military or Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Race (pick one below that best describes you): <input type="checkbox"/> African American/Black <input type="checkbox"/> White <input type="checkbox"/> Chinese <input type="checkbox"/> Chuukese <input type="checkbox"/> Filipino <input type="checkbox"/> Guamanian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Marshallese <input type="checkbox"/> Micronesian <input type="checkbox"/> Native American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Portuguese <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Samoan <input type="checkbox"/> Tongan <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> All Other (please specify): _____					
Employer/School Name:			<input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Full-Time <input type="checkbox"/> Casual <input type="checkbox"/> Unemployed <input type="checkbox"/> Part-Time <input type="checkbox"/> Retired		
Occupation:		Family Size (includes self, spouse, & children under 18): _____		Family Income: <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	
EMERGENCY CONTACT INFORMATION					
Emergency Contact Name:				Relationship:	
Home Phone		Work Phone		Cell Phone	

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.

Initials

I received the Privacy Practice Notice

Initials

Patient's Signature

Date Signed

FOR OFFICE USE ONLY

MEDICAL SERVICES – Record # _____			
Pt Status Type: <input type="checkbox"/> Inactive <input type="checkbox"/> Scheduled <input type="checkbox"/> Non-WHC Active <input type="checkbox"/> Active <input type="checkbox"/> Dental Patient Only		Valid ID: <input type="checkbox"/> Scan ID <input type="checkbox"/> Update NG Pt Picture	
Insurance: <input type="checkbox"/> Scan Card <input type="checkbox"/> Update Info/Card			
Collected By: _____	Date: _____	Entered By: _____	Date: _____

Patient Registration: INSURANCE

Patient Name: _____

MRN: _____

PRIMARY MEDICAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Step-Child <input type="checkbox"/> Child <input type="checkbox"/> Other: _____					
Policy Holder Name		Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female	
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address		City	State	Zip Code	
Home Phone		Work Phone	Cell Phone		
SECONDARY MEDICAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Step-Child <input type="checkbox"/> Child <input type="checkbox"/> Other: _____					
Policy Holder Name		Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female	
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address		City	State	Zip Code	
Home Phone		Work Phone	Cell Phone		
PRIMARY DENTAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Step-Child <input type="checkbox"/> Child <input type="checkbox"/> Other: _____					
Policy Holder Name		Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female	
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address		City	State	Zip Code	
Home Phone		Work Phone	Cell Phone		
SECONDARY DENTAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Step-Child <input type="checkbox"/> Child <input type="checkbox"/> Other: _____					
Policy Holder Name		Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female	
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address		City	State	Zip Code	
Home Phone		Work Phone	Cell Phone		

I, _____, the undersigned, hereby give Waimānalo Health Center my consent and permission to obtain historical information, perform physical examinations, order diagnostic tests and give such treatment as the Center physicians deem appropriate for my physical and/or mental health. I understand that this consent is for, but not limited to, obtaining detailed medical and social/psychiatric histories, performance of examinations of mouth, genitals, rectum and ears, repair of minor cuts, tuberculin skin tests, injection of local anesthetics and medications (such as insulin, epinephrine, etc.), injection of immunizations, and all other ordinary medical office procedures.

I understand that for major surgery or other major procedures (such as incision and drainage of abscesses, biopsies or insertion of such devices as an IUD or Norplant) special explanations will be made to me and special permission obtained from me or from an adult family member if I am physically or mentally impaired from giving such consent. In cases of emergency I hereby give permission for the rendering of all such medical services deemed necessary to stabilize my condition if I am physically or mentally impaired and an adult family member is not readily available.

I understand that this consent extends to diagnostic tests and services rendered at the Waimānalo Health Center clinic, designated laboratories, X-ray facilities, emergency rooms, offices of specialists, and hospitals by Center physicians as deemed necessary for medical care.

This consent is for the ongoing health care of myself until I withdraw from the Waimānalo Health Center and is given voluntarily. By my signature I hereby certify that I am of legal age (18 years old or older) or am an emancipated minor by the definition of State laws.

I understand that I am not consenting to any experimental procedures nor to any tests solely for the purpose of research or scientific study. My photograph may be used for medical records and for publicizing the Waimānalo Health Center.

I certify that I have read the above (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:

Patient or Legal Guardian Signature

Date



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

<p><i>As a Waimānalo Health Center Patient, you have the right to:</i></p> <ul style="list-style-type: none"> ❖ Be treated with courtesy, dignity and respect—regardless of race, color, sex, age national origin, or beliefs. ❖ Be seen in a safe, secure environment and in a timely manner. ❖ Know the name of your health provider, and the names and positions of staff you encounter. ❖ Be informed of your condition and understand the treatments. ❖ Refuse treatment at any time and to be informed of the risks of the refusal of treatment. ❖ Be informed of the reasons for tests and treatments and to receive the results in a timely manner. ❖ Refuse to sign consent forms until you understand what you are signing. ❖ Refuse to participate in educational or experimental activities by choice. ❖ Participate in all decisions regarding your care as stated within the law. ❖ Identify a person whom you would like to make decisions for you when you are unable to do so, using the Advance Care Directives. ❖ Be referred for emergency or specialized services not provided by WHC. ❖ Have your health information protected and held in 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. 	<p><i>As a Waimānalo Health Center Patient, your responsibilities are to:</i></p> <ul style="list-style-type: none"> ❖ Treat all persons in the health center with courtesy, dignity and respect at all times. ❖ Provide accurate information for registration, billing, payment, informed consents and changes that occur, including any changes in your address, phone number, insurance, and or any other contact information ❖ Provide information regarding your concerns to a patient advocate or may request to speak with the Dental Director, Chief Performance and Compliance Officer, Chief Medical Director or Chief Executive Officer. ❖ Be on time for scheduled appointments and to cancel appointments before the scheduled appointment, according to Waimānalo Health Center policies. This includes any specialty or referral appointments made for you. ❖ Provide requested information for your medical history accurately including past illnesses, medications, allergies, hospitalizations, family and social histories. ❖ Ask questions if you are unclear about papers and information that you and your provider have agreed upon. ❖ Keep your personal belongings in a safe place. Lost and/or stolen personal items are not the responsibility of Waimānalo Health Center.
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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

Your 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 violated, 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.

I, _____, have read and/or received a copy of the Waimanalo Health Center's Notice of Privacy Practices.

Patient or Legal Guardian Signature

Print Name (if not the Patient Signature)

Date



APPOINTMENT KEEPING AGREEMENT

Patient Information

It is important to keep your medical appointment(s) and to be on time. At Waimānalo Health Center (WHC), our goal is to provide quality medical care in a timely manner. In our efforts to make your visit more comfortable and to minimize your wait time, we have updated and implemented the following policies and procedures.

A. Check-in Policy:

To ensure access and timeliness of medical care, the front office and medical team will inform you to arrive at your designated check-in time, to allow for registration and screening prior to your scheduled appointment time. You are encouraged to:

1. Call by 3:00 PM on the day prior to your appointment to notify us of any changes; and/or
2. If you may be late for your designated check-in time.

B. Late Arrival Policy

We understand that delays may happen, however, it is important to us to see all patients as timely as possible. Not arriving at your designated check-in time is considered late. Clock times on the WHC Front Desk computers will be used to validate ALL designated check-in times.

If you arrive late for your appointment, you may experience one of the following:

1. You may have to wait to be seen;
2. We will ask you to reschedule your appointment for a later time on the same day, or to another day;
3. We will ask you to reschedule to another provider on the same day if available; or
4. If no open appointments exist, you may wait to see if something becomes available (without any guarantees) to the provider's schedule
5. *Kukui Clinic (Behavioral Health) Only:* If you arrive late, you will be seen for the remainder of your scheduled appointment time.

C. Cancellation Policy

If you are not able to make your scheduled appointment, please call us at (808) 259-7948 by 3:00 PM on the day prior to your appointment to notify us of any changes or cancellations. To cancel a Monday appointment, please call our office by 3:00 PM on Friday. Appointments are in high demand, and your early cancellation will give another person access to timely medical care.

1. If you are not able to speak to someone, please leave a message with your name, phone number, your appointment date/time and request for rescheduling or cancellation reason.
2. If you receive appointment text reminders, you may reply with an "X" to cancel your appointment.

D. No Show Policy:

All patients who miss three (3) appointments dates in a three-month period, will be considered a chronic no show. After the third missed appointment date, you will be placed on a "Same Day Only" status. You may return to a regular status at the end of the rolling three-month period.

Waimānalo Health Center is committed to providing exceptional care. Your help in keeping your appointments enables us to provide better and timelier care for you and all of our patients.

I have read and consent to these terms.

Print Patient Name

Print Parent/Legal Guardian Name

Relationship

Patient Signature (Parent/Legal Guardian if under 18)

Date