



LASSEN

INDIAN HEALTH CENTER

New Patient Registration Packet Checklist

Welcome to our clinic! Below you will find a checklist to help you complete the registration packet and ensure that you will have everything you need in order to schedule your first appointment. The registration packet will only be considered complete when all verifications are provided. *Please ensure that all information is either typed or written in blue or black ink and that signatures are completed by hand, as no electronic signatures can be accepted.*

Forms to Complete

- Patient Registration
- Health History
- TB Screening Questionnaire
- Financial Agreement & Policies
- Patient Consent & Limits of Confidentiality
- Coordinating Care Consent
- Records Release Form
- Consent for the Treatment of a Minor
- Consent for AI-Assisted Medical Charting

Verifications Needed

- Identification Card (ID)
- Insurance Cards
- Proof of Tribal Enrollment (If Applicable)
- Proof of Guardianship (If Applicable)

FRONT OFFICE USE ONLY:

Packet Reviewed for Completeness by (*initials*): _____ Date Received: _____

HRN Number Assigned: _____ Date Entered in RPMS: _____

Copies of Verifications Provided:

Yes No

- Identification Card
- Insurance Cards
- Proof of Tribal Enrollment (if applicable)
- Proof of Guardianship (if applicable)



Patient Registration

We are pleased to welcome you to our clinic. Please take a few minutes to complete this form. If you have any questions, we'll be glad to help you.

1. Patient Information

Last Name First Name MI Email Address

Date of Birth Place of Birth Date When Moved to County Social Security #

Gender: Female Male Transgender **Marital Status:** Single Married Divorced Widowed

Ethnicity: Hispanic Non-Hispanic or Latin

Race: American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White/Caucasian
 Asian
 Unknown

Spoken Language: _____

How well do you speak English?

Very Well
 Well
 Not Well
 Not at all

2. Tribal Membership Information

Tribe of Membership Roll Number Certificate of Indian Blood (CIB) State Where Enrolled

3. U.S. Veteran Status

Are you a U.S. Veteran? Yes No Service Entry Date Service Separation Date Vietnam Service

4. Home Address & Phone

Check this box if information is the same for the entire family:

Home Address City State Zip Phone

Mailing Address same as above Mailing Address City State Zip

5. Employment Status

Full Time Part Time Unemployed Retired Student

Occupation Employer Name Employer Address

6. Emergency Contact

Who should we call in case of an emergency?

First Name Last Name Phone Relationship

7. Minor Contact

If the patient is a minor, please indicate the following family information.

(Father) First Name, Last Name Place of Birth (City & State)

(Mother) First Name, Last Name Place of Birth (City & State) Mother's Maiden Name

8. Contact Preferences

How would you like us to contact you about your appointments? Home Phone Work Phone Cell Email
Do you have internet access? Yes No What kind of internet access do you have? Home Access Mobile
Would you like to have communications sent to you via email? (i.e. appointment reminders, updates, bulletins) Yes No
How did you hear about us? _____

9. Guarantor Information Please complete if you are the parent or another party responsible for paying the bill.

First Name (Guarantor) _____ Last Name (Guarantor) _____ Home Phone _____ Language _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Social Security # _____ Email Address _____
Occupation _____ Employer Name _____ Employer Address _____
Relationship to the Patient: Self Spouse Parent Legal Guardian/Conservator

10. Medical Insurance Information

a. Primary Insurance

Subscriber Name _____ Subscriber ID# _____
Social Security # _____ Date of Birth _____
Insurance Company _____ Insurance Phone # _____
Group Name _____ Group # _____
Employer _____ Relationship to Subscriber _____

b. Secondary Insurance

Subscriber Name _____ Subscriber ID# _____
Social Security # _____ Date of Birth _____
Insurance Company _____ Insurance Phone # _____
Group Name _____ Group # _____
Employer _____ Relationship to Subscriber _____

**Please present insurance card to receptionist*

11. Dental Insurance Information

a. Primary Insurance

Subscriber Name _____ Subscriber ID# _____
Social Security # _____ Date of Birth _____
Insurance Company _____ Insurance Phone # _____
Group Name _____ Group # _____
Employer _____ Relationship to Subscriber _____

b. Secondary Insurance

Subscriber Name _____ Subscriber ID# _____
Social Security # _____ Date of Birth _____
Insurance Company _____ Insurance Phone # _____
Group Name _____ Group # _____
Employer _____ Relationship to Subscriber _____

**Please present insurance card to receptionist*

12. Acknowledgment Is your visit due to a job-related injury or automobile accident? Yes No

I authorize the release of any medical information necessary to process this bill to my insurance company, and request payment of benefits to LIHC. I acknowledge that I am financially responsible for payment whether or not covered by insurance.

Name of Patient (or Guardian) (print) _____ Signature _____ Date _____



Health History

We are pleased to welcome you to our clinic. Please take a few minutes to fill out this form as completely as you can. If you have any questions, we are here to help.

1. Patient Information

First Name _____ Last Name _____ MI _____ Date of Birth _____ Today's Date _____ Chart # _____

2. Reason for Scheduling Visit: _____

3. Physician Information

Physician Name _____ Phone Number _____ Address _____

4. Past or Present Conditions Please indicate any conditions that you are currently diagnosed with or that you have had in the past. Family history includes conditions of your mother, father, grandparents, aunts and/or uncles.

Self, Family, None

- AIDS/HIV Positive
- Alcohol Use
- Alzheimer's Disease
- Anaphylaxis
- Anemia
- Angina
- Anxiety
- Artificial Joint
- Asthma
- Arthritis/Gout
- Artificial Heart Valve
- Blood Clots
- Blood Disease
- Blood Transfusion
- Breathing Problem
- Bruise easily
- Cancer
- Chemotherapy
- Chest pains
- Cold Sores/Fever Blisters
- Congenital Heart Disorder
- Convulsions
- COPD
- Cortisone Medicine
- Depression
- Diabetes
- Domestic Violence
- Drug Dependence or Addiction
- Easily Winded
- Emphysema
- Epilepsy or Seizures

Self, Family, None

- Excessive Bleeding
- Excessive Thirst
- Eye Problems
- Fainting Spells/Dizziness
- Fracture
- Frequent Cough
- Frequent Diarrhea
- Frequent Headaches
- Frequent UTI (bladder infection)
- Genital Herpes
- Glaucoma
- Hay Fever
- Heart Attack/Failure
- Heart Murmur
- Heart Pacemaker
- Heart Trouble/Disease
- Hemophilia
- Hepatitis A
- Hepatitis B or C
- Herpes
- High Blood Pressure
- High Cholesterol
- Hives or Rash
- Hypoglycemia
- Intestinal/Stomach Disease
- Irregular Heartbeat
- Kidney Disease
- Kidney Problems
- Leukemia
- Liver Disease
- Lung Disease

Self, Family, None

- Mitral Valve Prolapse
- Low Blood Pressure
- Pain in Jaw Joints
- Parathyroid Disease
- Multiple Sclerosis
- Osteoporosis
- Prostate Problems
- Psychiatric Care
- Psychological Problems
- Radiation Treatments
- Recent Weight Loss
- Renal Dialysis
- Rheumatic Fever
- Rheumatism
- Scarlet Fever
- Shingles
- Sickle Cell Disease
- Sinus Trouble
- Spina Bifida
- Stroke
- Swelling of Limbs
- Thyroid Disease
- Tonsillitis
- Tuberculosis
- Tuberculosis, Positive Test
- Tumors or Growths
- Ulcers
- Venereal Disease
- Yellow Jaundice
- Other: _____

5. Other Conditions or Special Needs

If you have a condition other than those listed above, please describe it below along with any information that will better help us understand its extent and history. _____

6. Drugs & Medications Are you taking any prescription or non-prescription medication? If you have more medications or cannot remember their names, please bring all your prescription bottles or a current list of your meds.

7. Allergies Are you allergic to or have you had any reactions to the following? Please check those that apply:

Yes No	Yes No	Yes No	Please list other allergy-causing substances: _____ _____ _____
<input type="checkbox"/> <input type="checkbox"/> Sulfa Drugs	<input type="checkbox"/> <input type="checkbox"/> Any metals (e.g. nickel, mercury, etc.)	<input type="checkbox"/> <input type="checkbox"/> Sedatives	
<input type="checkbox"/> <input type="checkbox"/> Barbiturates	<input type="checkbox"/> <input type="checkbox"/> Penicillin or other Antibiotics	<input type="checkbox"/> <input type="checkbox"/> Aspirin	
<input type="checkbox"/> <input type="checkbox"/> Iodine	<input type="checkbox"/> <input type="checkbox"/> Local Anesthetics (e.g. Novocain)	<input type="checkbox"/> <input type="checkbox"/> Latex	

8. Questions for Women

	Yes No	<i>For Medical Appts Only:</i>	Please indicate the dates
Are you pregnant or think you may be pregnant?	<input type="checkbox"/> <input type="checkbox"/>	Last menstrual period	_____
Are you taking oral contraceptive?	<input type="checkbox"/> <input type="checkbox"/>	Last mammogram	_____
Are you nursing?	<input type="checkbox"/> <input type="checkbox"/>	Last pap	_____

9. Family Medical History Do any of the following conditions run in your family?

None Diabetes Hypertension Heart Attack Stroke Cancer Other: _____

10. Social History

	Yes No	
Have you ever used Phen-Fen or Redux?	<input type="checkbox"/> <input type="checkbox"/>	
Do you have a history of recreational drug use?	<input type="checkbox"/> <input type="checkbox"/>	If so, please list what kind: _____
Do you smoke or chew tobacco?	<input type="checkbox"/> <input type="checkbox"/>	If so, how much per day? _____
Do you drink alcoholic beverages?	<input type="checkbox"/> <input type="checkbox"/>	If so, how many drinks per day? _____
Do you have a history of domestic violence?	<input type="checkbox"/> <input type="checkbox"/>	Please explain _____

11. Premedication In the past, have you had to take an antibiotic before dental treatment? **Yes No Not Sure**

12. Surgeries & Hospitalization Have you been hospitalized for any surgical operation or serious illness within the last 5 years? Please list all surgeries and the year they were completed. _____

13. Present Dental Conditions, Treatments, & Appliances *(only to be completed for dental appointments)*

- | | |
|---|---|
| <input type="checkbox"/> Your gums bleed while flossing or brushing | <input type="checkbox"/> Jaw clicking |
| <input type="checkbox"/> Tooth sensitivity to hot or cold foods/liquids | <input type="checkbox"/> Difficulty chewing |
| <input type="checkbox"/> Tooth sensitivity to sweet or sour foods/liquids | <input type="checkbox"/> Frequent headaches |
| <input type="checkbox"/> Presence of sores or lumps in or near your mouth | <input type="checkbox"/> Clenching your teeth |
| <input type="checkbox"/> Pain in a specific location | <input type="checkbox"/> Grinding your teeth |
| <input type="checkbox"/> History of head, neck, or jaw injuries | <input type="checkbox"/> Prolonged bleeding |
| <input type="checkbox"/> Jaw pain (joint, ear, side of face) | <input type="checkbox"/> Orthodontic treatment |
| <input type="checkbox"/> Difficulty opening or closing | <input type="checkbox"/> Use of full denture or partial denture |
| <input type="checkbox"/> Biting the lips and cheeks frequently | <input type="checkbox"/> Do you snore while sleeping? |

14. Authorization & Release

I certify that I have read and understand the above information to the best of my knowledge. I understand that providing incorrect information can be dangerous to my health. If I ever have any changes in my personal information, health status, or my medication, I will inform the provider at the next appointment without failure. The undersigned client, patient, and/or responsible relative or guardian gives permission for LIHC to administer medical treatment, advice as necessary now or at any point during the period in which the client/patient is in our care.

Name of Patient (or Guardian) (please print) Signature Date



Tuberculosis (TB) Screening

This questionnaire will better help to identify possible exposure to tuberculosis or symptoms that might indicate a TB infection. Please check all that apply.

1. Patient Information

Last Name

First Name

Middle

Date of Birth

2. Testing & Medication

- Have you ever had a positive TB skin test?
- Have you ever had a severe reaction to a TB skin test?
- Have you ever taken medication for TB?

4. Geographic Location

- Were you born outside of the US?
If so, where were you born and when did you arrive?

Country of Birth

Date of Arrival to US

3. Contact & Potential Exposure

In the past 12 months, have you:

- Worked with patients with TB
- Lived with or had close contact with someone who had active TB
- Volunteered or lived in a group home, jail, homeless shelter or other group institution
- Been told by a health professional you have TB
- Been told by a health professional your immune system is not working right/you cannot fight infection

5. Signs & Symptoms

In the past 12 months, have you had:

- A persistent cough for 3+ weeks
- Coughed up blood
- Unexplained, excessive fatigue
- Unexplained recurring fevers for 3+ weeks
- Unexplained weight loss
- Hoarseness for 3+ weeks
- Pneumonia



Financial Agreement & Policies

Quality care for our patients is our priority. Please take a few minutes to review our financial agreement and policies and sign at the bottom of the form.

1. Patient Information

Last Name

First Name

Middle

Date of Birth

2. Client Contract to Meet Federal Insurance Requirements

I understand that it is mandatory to seek Medi-Cal, Medicare, County or any other insurance to pay medical, dental, or mental health bills. Federal Law requires that I seek insurance before Indian Health Service (IHS) payment. I must seek insurance within the same month that I use Lassen Indian Health Center or be denied services that are not acute or emergent. I will gain an appointment to seek insurance by the following date: _____.

Please check any of the following that apply:

- I require assistance to complete the forms
- I do not have adequate transportation to seek insurance
- I request further explanation

3. Appointment & No-Show Policy

The professional staff at Lassen Indian Health Center provide medical and dental services for the entire Susanville community. The licensed providers and their respective staff have developed systems for treating all those who need help.

To effectively treat each and every person needing help, office policies have been developed to expedite the flow of patients through the respective clinics. It is imperative that each patient call for an appointment. If you cannot make an appointment, please notify the office as soon as you are aware. If notice is given less than one hour prior to the scheduled appointment time, it will be considered a same-day cancellation. If you miss your appointment or arrive 10 minutes after your scheduled appointment, the appointment will be considered a no-show and will need to be rescheduled.

Same-day cancellations and no-shows are recorded. After the third no-show in a six-month period, all future appointments will be canceled, and no further appointments can be scheduled for 3 months. The patient may only be seen on a walk-in basis based off medical necessity. If there is an excessive occurrence of same-day cancellations, the patient may also be moved to a walk-in basis.

4. Acknowledgment & Agreement

I have read and understood the Federal Insurance Requirements and Appointment & No-Show Policy as described above. I understand that if I do not follow up on seeking insurance, I may be denied services at Lassen Indian Health Center. I will bring Medi-Cal and/or other insurance information to all appointments.

Name of Patient (or Guardian) (please print)

Signature

Date



Patient Consent & Limits of Confidentiality

This agreement is entered into by and between Lassen Indian Health Center and the patient in order to be able to bill available sources for services rendered and to allow for the release of information from the patient's records to the insurance companies and/or others who may be involved in caring for the patient in the future.

1. Patient Information

Last Name

First Name

Middle

Date of Birth

2. Patient Consent

- ✓ **The Agreement Authorization:** The patient or responsible party authorizes the providers at Lassen Indian Health Center to render treatment according to the treatment plan created for the patient.
- ✓ **Authorization to Pay:** The patient authorizes Lassen Indian Health Center to receive direct payment for services rendered from the appropriate payment sources. Charges will not exceed that which is reasonable and customary.
- ✓ **Release of Information:** The patient gives permission to Lassen Indian Health Center to release information to the insurer or other agencies for the purpose of billing as well as to other individuals who may provide additional healthcare, dental care, or social services to the patient.
- ✓ **Client Rights:** Patient rights have been read/explained to the patient's satisfaction by the Lassen Indian Health Center staff.
- ✓ **Authorization for the Treatment of a Minor:** It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all physicians, dentists, or mental health professionals in the exercise of their best judgement that may seem advisable.
- ✓ **Certification:** The patient, responsible relative, guardian or agent, certifies that they have read the terms of agreement, are willing to abide by the agreement, and have had all of their questions answered satisfactorily concerning treatment at Lassen Indian Health Center.

3. Limits of Confidentiality

Information discussed during health visits at Lassen Indian Health Center is held confidential and not shared with anyone without written permission except under the following conditions:

1. *If the patient threatens suicide*
2. *If the patient threatens to harm another person, including murder, assault, or other physical harm*
3. *If the patient reports suspected child abuse, including but not limited to physical beatings or sexual abuse*
4. *If the patient reports abuse of the elderly*
5. *If the patient reports sexual exploitation by another healthcare or mental health professional*

State and Federal Law mandate that healthcare and mental health care professionals may need to report these situations to the proper authorities and/or agencies (see 42 U.S.C. 290ee-3, for Federal Laws and CCR part 2 for Federal Regulations). Communication between you and your healthcare or mental health professional will otherwise be confidential under State and Federal Law.

4. Acknowledgment & Agreement

Please place a checkmark next to the following statements to indicate that you agree and then sign below.

- I give permission to LIHC to release my information for billing purposes.
- For the purposes of collection of third-party billing, I assign my benefits to LIHC.
- I have been provided the **Notice of Privacy Practices, Patient Rights & Responsibilities, Financial Agreement & Policies** and the **Dental Materials Fact Sheet** to read.
- I understand that I can request copies of the above information from Lassen Indian Health Center.

I authorize the release of any medical information necessary to process bills to my insurance company, and request payment of benefits to Lassen Indian Health Center. I acknowledge that I am financially responsible for payment whether or not covered by insurance.

Name of Patient (or Guardian) (*print*)

Signature

Date



Coordinating Care Consent

Please list any family members or others who may be involved in coordinating care or payment for care. Please indicate what type of information may be shared.

1. Patient Information

_____ Last Name _____ First Name _____ Middle _____ Date of Birth

2. Family Members or Others Involved in Care

Indicate the Type of Information to be Shared

Name	Relationship to Patient	Medical	Dental	Scheduling & Appointments	Billing & Insurance
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific instructions or limitations: _____

3. Validation Code

Please provide a validation code to any individual who may be involved in coordinating care or payment. You will be asked for this code before information can be released over the phone.

Validation Code: _____

4. Review & Consent

We will continue to use the information on this form when communicating with family members or others involved in your care unless you make changes. Promptly notify our office staff if you wish to alter any of the above designations. To revoke this authorization, please send written notice to 795 Joaquin Street, Susanville CA 96130.

_____ Signature of patient/parent/guardian _____ Relationship to Patient _____ Date



LASSEN
INDIAN HEALTH CENTER

Health Records Release

Filling out this form will give Lassen Indian Health Center permission to use or release your protected health information with the person, organization, or facility of your choosing. Please complete all sections below.

1. Patient Information

Last Name First Name Middle Date of Birth

2. Who is making the request?

Continuation of Care Personal Records

Note: Patient records are only released to the patient (self) and in some cases of minor children, to parents or legal guardians. An appropriately completed POWER OF ATTORNEY will be required for the release of information for any other patient.

Name of person requesting records release Relationship to patient

3. Records coming from:

Lassen Indian Health Center Other Facility

Facility/Doctor Name

Phone Fax

Address

4. Records going to:

Lassen Indian Health Center Other Facility

Facility/Doctor Name

Phone Fax

Address

5. Specific information to be released:

I consent to and authorize the release of information regarding (check all that apply):

- Medical Records
 Dental Records
 Other _____

Information released can include the following (check all that apply):

- Chart Notes Medical History Physical Exam
 Lab Results X-Rays Other _____
 Medication History

Dates of service/records requested: _____

6. Optional Information to be released:

Federal regulations prevent the release of the following three (3) areas of information unless specific written consent is given for the release thereof. The following three (3) areas of information will not be disclosed unless properly initialed. Note to clients completing this portion of the form: by initialing any one (1) of the following, you are giving specific consent for the release of information related to that area.

EACH CONSENT LINE MUST BE INITIALED TO BE CONSIDERED VALID.

_____ Mental Health Records (Includes information related to mental health, development or psychiatric conditions)

_____ Drug and Alcohol Records (Includes information related to alcoholism, drug addiction, or other substance abuse disorders)

_____ HIV (Human Immunodeficiency Virus), AIDS (Acquired Immune Deficiency Syndrome), and/or ARC (Aids Related Complex) status or treatment.

7. Acknowledgment & Agreement

This authorization will be valid for one year from date signed. I understand I may revoke this consent at any time, except to the extent where action has already been taken.

Name of Patient (or Guardian) (please print) Signature Date



Consent for Treatment of Minor

The treatment of a minor requires the unified efforts of the healthcare provider and parent or legal guardian of the child. The role of the provider is to ensure that the parent or guardian is aware of and agrees with the treatment plan.

1. Patient Information

Last Name

First Name

Middle

Date of Birth

2. Authorization & Consent for the Treatment of a Minor

The parent or legal guardian authorizes consent for Lassen Indian Health Center to arrange for or provide the following services:

1. **Healthcare** including medical examinations, routine laboratory studies, x-ray procedures and skin tests
2. **Dental** care including dental examinations, preventative use of fluorides, and necessary emergency care
3. **Mental Health** and Substance Use Disorder (S.U.D.) services including evaluation and treatment as necessary
4. **Transportation** of the child to and from another Health Facility for these services

Exceptions or special instructions: _____

3. Acknowledgment & Agreement

I hereby give consent for all of the above services. This authorization shall remain effective for one year from the date signed, unless revoked sooner in writing by parent or legal guardian and delivered to Lassen Indian Health Center. This authorization is given pursuant the provisions of article 25.8 of the Civil Code of California. To revoke this authorization, please send written notice to 795 Joaquin Street, Susanville CA 96130.

Name of Patient or Parent/Legal Representative (*print*)

Signature

Date



1. Purpose of this Authorization

I understand that my healthcare provider uses Dragon Medical One recognition software to assist with the creation of my medical record. This technology is used to convert spoken words into text during my appointment. The purpose of this is to increase the efficiency and accuracy of my medical record documentation.

2. How Dragon Speech Recognition Works

During my medical appointment, the AI assistant will listen during the visit. It will create a draft of your medical note and then the provider reviews the notes for accuracy before finalizing them.

I understand that the Dragon software will not be used to make any decisions about my care. My provider remains responsible for all aspects of my treatment.

3. Protection of Patient Information

Our medical practice and its technology partners, Microsoft/Nuance, use robust security measures to protect the confidentiality and integrity of my health information.

These measures include:

- Secure encryption of voice data during transit and storage.
- Protection of my data in compliance with HIPAA regulations.
- Access controls to prevent unauthorized access.

I understand that any voice data used for speech recognition is processed securely, and my identifying information is protected.

4. Patient Rights

Patients have the right to request access to and amendments of their medical records, including associated transcripts generated by speech recognition software. Patients can also withdraw their consent for the use of this technology at any time without affecting the quality of their care. If consent is withdrawn, an alternative method of documentation will be used.

5. Acknowledgment & Consent

By signing the form, the patient consents to the use of Dragon AI-assisted recognition software for medical record documentation after reading and understanding the information provided.

Name of Patient (or Guardian) *(please print)*

Signature

Date