San Diego American Indian Health Center

HRN _____

Received By: _____

Date Entered:

Patient Registration Form

PLEASE PRINT CLEARLY

Patient's Legal Name: _____ AKA (Also Known As): _____

SSN: _____ **Birthdate**: _____ **Primary Care Provider:** _____

Gender Identity: ☐ Male ☐ Female ☐ Transgender Male/Female-to-Male ☐ Transgender Female Male-to-Female ☐ Other ☐ Choose not to disclose

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widow

Ethnicity (select one): ☐ Hispanic or Latin Origin ☐ NOT Hispanic or Latin Origin

Race (Select one):

☐ American Indian/Alaskan Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White

If American Indian/Alaskan Native:
Tribe: _____ Enrollment #: _____ Indian Blood Quantum: _____

If you are not American Indian/Alaskan Native, are you a member of an Indian household? ☐ Yes ☐ No

Primary Language: _____ Preferred Language: _____ Interpreter Required: ☐ Yes ☐ No

English Proficiency: ☐ Not at all ☐ Not Well ☐ Well ☐ Very Well

Home Address: _____ **Apt #**_____

City: _____ **State**: _____ **Zip Code:** _____

Mailing Address (if different from home): _____

Home Phone#: _____ **Work Phone #:** _____ Ext: _____ **Cell Phone #:** _____

Can we leave a message on the above phone numbers? ☐ Yes ☐ No **Preferred Method of Contact:** ☐ Phone ☐ Email ☐ Mail

Internet Access: ☐ Yes ☐ No **If YES**, where? ☐ Home ☐ Work **Email Address:** _____

Would you like to sign up for the Personal Health Record (PHR) where you can view your health information? ☐ Yes ☐ No

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Emergency Contact

Primary Contact Name: _____ Relationship: _____

Home/Cell Phone #: _____ Work Phone #: _____

Secondary Contact Name: _____ Relationship: _____

Home/Cell Phone #: _____ Work Phone #: _____

Please complete reverse side

San Diego American Indian Health Center

Patient Registration Form

Person Responsible for Patient's Financial Obligation, If Self, Please Indicate:

Name: _____ Relationship: _____

Date of Birth: _____/_____/_____ SSN: _____-_____-_____

Home Phone#: _____ Daytime/Cell Phone#: _____

Work Phone#: _____ Ext#: _____

Home Address (If Different from Patient's address):

_____ City _____ State _____ Zip_____

Employer Name: _____City/State/Zip Code: _____

As a Federally Qualified Health Center, SDAIHC is required to report the following information for the population we serve:

Number of People in Household (Immediate family ***only***) _____ **Household Income** (Monthly) _____

Migrant Worker (or dependent of)**:** ☐ Yes ☐ No **Homeless:** ☐ Yes ☐ No

U.S. Veteran: ☐ Yes ☐ No **If yes, Branch:** _____ **Vietnam Vet:** ☐ Yes ☐ No

Sexual Orientation: ☐ Lesbian or Gay ☐ Straight ☐ Bisexual ☐ Something else ☐ Don't know ☐ Choose not to disclose

---

To the best of my knowledge, all of the information above is true and correct.

I hereby authorize Medical/Dental/Psychological treatment for the above patient.

Patient/Guardian Signature: _____ **Date:** _____

If Guardian, Print Name: _____

Relationship to Patient: _____

San Diego American Indian Health Center

HRN _____

Received By: _____

Date Entered: _____

Insurance Information

PLEASE PRINT CLEARLY

Patient's Legal Name: _____ DOB: _____/_____/_____

Primary Insurance

Insurance Co: _____

Insurance Phone#: _____

Subscriber: _____

Subscriber's Date of Birth: _____

Subscriber's SSN: _____

Subscriber's Employer: _____

Policy #: _____

Group #: _____

Effective/Issue Date: _____

Secondary Insurance

Insurance Co: _____

Insurance Phone#: _____

Subscriber: _____

Subscriber's Date of Birth: _____

Subscriber's SSN: _____

Subscriber's Employer: _____

Policy #: _____

Group #: _____

Effective/Issue Date: _____

Dental Insurance

Insurance Co: _____

Insurance Phone#: _____

Subscriber: _____

Subscriber's Date of Birth: _____

Subscriber's SSN: _____

Subscriber's Employer: _____

Policy #: _____

Group #: _____

Effective Date: _____

PLEASE COMPLETE REVERSE SIDE

San Diego American Indian Health Center

HRN _____

Received By: _____

Date Entered: _____

Assignment of Benefits

By signing below:

- I, the undersigned, hereby authorize assignments of and direct billing to Medi-Cal, Medicare and/or any other insurance benefits to San Diego American Indian Health Center for services provided to the patient.
- I further agree and acknowledge that my signature on this document authorizes San Diego American Indian Health Center to obtain and release any medical/dental/behavioral and billing information to Medi-Cal, Medicare and/or any other insurance necessary to process my claim(s), including determining eligibility and seeking reimbursement for services provided.
- If my insurance company reimburses me directly instead of San Diego American Indian Health Center, I will submit payment in the same amount to San Diego American Indian Health Center within thirty (30) days on my receipt of the payment.
- I am responsible for notifying San Diego American Indian Health Center within thirty (30) days of my receipt of the payment.
- I am responsible for notifying San Diego American Indian Health Center if there is any change in my insurance, including the addition and/or loss of any insurance coverage. If I fail to notify the clinic of any such changes in insurance, I may be responsible for any charges as a result.
- Lab Work – I have the option of billing my services or paying for the cost of the labs at the time of the visit.
- I understand that I am responsible for the deductible non covered services and any balance due after insurance.
- I understand and waive my right to confidentiality if a collection service or court action becomes necessary to collect my delinquent account.

_____

Name of Responsible Party (Please Print)

_____

Signature of Responsible Party Date

San Diego American Indian
HEALTH CENTER

HRN _____

Received By: _____

Date Entered: _____

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received from the San Diego American Indian Health Center a Clinic Services Information brochure. This brochure contains general clinic services information which includes the following:

- Eligibility For Services
- Payment Policy
- Billing Inquiries
- Appointments Policy
- Appointment Cancellation Policy
- Late Arrival Policy
- Missed Dental Appointment Policy
- Medical/Dental/Behavioral Health Services Information
- Patient Rights and Responsibilities
- Other Services
- Notice of Privacy Practices
- Additional Uses of Information
- Dental Material Fact Sheet

_____

Patient Name (Please Print)

_____

Signature Date

Please complete reverse side

San Diego American Indian
HEALTH CENTER

Promoting Excellence in Health Care with Respect for Custom and Tradition

GENERAL CONSENT FOR TREATMENT & ASSIGNMENT OF BENEFITS

Patient's Name: _____ Chart Number: _____

1. Consent to Medical, Dental, Psychological, Nursing and Surgical Procedures:
   The undersigned consents to the patient entering the Center identified above and receiving medical, dental, psychological, general duty nursing or surgical procedures, which may include examination, radiological services, emergency services, laboratory procedures, anesthesia and other procedures under the general and specific instructions of the patient's healthcare provider(s). The undersigned acknowledges that the patient or the legal representative of the patient will be required to sign additional consent forms for complex treatments and procedures which require the patient's provider to obtain informed consent from the patient or the patient's legal representative for such treatment or procedures.

2. Release of Patient Information:
   The Center will not release patient identifiable information to any third party without the patient's written consent, except as permitted or required by law: The undersigned agrees that the Center may release information without a patient consent, to the extent necessary, (1) to insure continued treatment by healthcare providers and (2) to determine who is responsible for payment and to obtain payment or reimbursement for services provided to the patient. Third parties who may receive such information under this paragraph include insurance companies, utilization reviewers, case managers, federal and state agencies, consulting and treating providers, patient's employer and managed care plans who are responsible for payment of covered services. (Psychological/HIV/AIDS information will require a special consent prior to release).

3. Payment for services:
   I, the undersigned, certify that the information given to the Center in applying for payment by third parties is correct. I hereby authorize payment of benefits on my behalf for services furnished to me, and authorize the Center to release minimum necessary patient health information pertaining to the visit to the Health Care Financing Administration or to the California Department of Health Services or other agents which is necessary to determine benefits or payment for services under these programs.

Patient's Name: _____ DOB: _____

Signature: _____ Date: _____

Relationship to Patient: _____

Patient/Legal Representative

San Diego American Indian
HEALTH CENTER

DENTAL PATIENT MEDICAL HISTORY

Name: _____ Date of Birth: _____

What is the reason for your dental visit today? _____
Do you have a toothache or dental pain now?.....Yes ☐ No ☐
Do you have any concerns about receiving dental treatment? If YES, please explain: _____
What is the name of your medical doctor and date of your last physical exam? _____
Has there been any change in your general health this past year?..... Yes ☐ No ☐
Do you take corticosteroids (e.g. Prednisone)?..... Yes ☐ No ☐
Do you have an allergy to Latex?..... Yes ☐ No ☐
Do you have any allergies to medication or other substances? (i.e. penicillin, sulfa, aspirin, codeine)……..Yes ☐ No ☐
If yes, please list: _____
List any medications (pills, drugs, herbal supplements) you are currently taking: _____
_____
_____

Have you EVER had the following: Please circle YES or NO (Do not write in gray columns)

Congenital Heart Defect/Murmur	Y	N		Infective Endocarditis	Y	N	
Heart Attack	Y	N		Human Papillomavirus (HPV)	Y	N	
Artificial Heart Valve or Pacemaker	Y	N		Herpes	Y	N	
High Blood Pressure	Y	N		HIV/AIDS	Y	N	
Stroke/Paralysis	Y	N		Hepatitis A, B, C or D	Y	N	
Asthma	Y	N		Arthritis/Rheumatism	Y	N	
Tuberculosis or Lung Disease	Y	N		Artificial Joint	Y	N	
Kidney Problems	Y	N		Osteoporosis/Bisphosphonate Usage	Y	N	
Liver Problems	Y	N		Cancer or Tumors	Y	N	
Stomach/Intestinal Disease/Ulcers	Y	N		Persistent Diarrhea	Y	N	
Epilepsy or Seizures	Y	N		Nervous or Mental Disorders	Y	N	
Diabetes	Y	N					
Thyroid Disorders	Y	N		FEMALES ONLY:			
Bleeding/Blood Disorder	Y	N		Are you pregnant?	Y	N	
Anemia	Y	N		Taking oral birth control pills?	Y	N	
Immune System Disorder	Y	N		Currently nursing?	Y	N	

1. Do you have any disease, condition or problem not listed? If YES, explain:	Y	N	6. HAVE YOU EVER DONE THE FOLLOWING?		
			Use Alcohol? If YES, please write how much and for how long:	Y	N
2. Have you had any recent hospitalizations or surgery?	Y	N	Use Drugs? (including marijuana) If YES, please write which kind, how much and how long:	Y	N
3. Have you ever had a bleeding problem that needed medical treatment? (e.g. Hemophilia)	Y	N			
4. Do you have chest pains currently?	Y	N			
5. Do you have a reason to believe you have been exposed to HIV or AIDS? If you have HIV or AIDS, what is your most recent: CD4 Count: _____ Viral Load: _____ Date of last lab work: _____	Y	N	Use Tobacco Products? (including e-cigarettes and cigars) If YES, please write how much and for how long:	Y	N

_____ Review by: _____
Signature Date

San Diego American Indian
HEALTH CENTER

Missed Dental Appointments Policy

The San Diego American Indian Health Center works diligently to improve the dental health of the community we serve. Routine dental check-ups and cleaning are very important in preventing small problems from becoming big problems. Good dental health is the responsibility of the dental patient and the dental team. Accordingly, we have implemented the following policy:

1. Patients are expected to make and keep appointments for services. 24-hour notice is needed for cancelled appointments. Dental cancellations should be made during business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) when possible.

2. Patients who fail to show or cancel three (3) appointments within a twelve (12) month period will be placed on emergency or "walk-in" status.

3. Patients who fail to show or cancel within 24 hours an Expanded Hours appointment (Monday- Thursday 5 p.m. - 7 p.m. and Saturdays 8 a.m. - 2 p.m.) will not be allowed to schedule another Expanded Hours appointment for one year.

4. Parents shall be responsible for the broken appointments of their minor children.

5. Multiple appointments within the same household scheduled consecutively will be counted as broken appointments when missed consecutively.

Dental emergencies are defined as those having ***pain, swelling or bleeding***. Patients who come to the Dental Clinic for an emergency visit may have to wait for a period of time before they are seen.

If number 2 or 3 applies to you, you will be given the opportunity to appeal for a waiver by writing a letter of explanation regarding the missed appointment to the attention of the Dental Director.

_____

Patient's Name (Please Print)

_____

Patient Signature Date

HRN _____

REC'D BY _____

AUTHORIZATION TO DISCUSS PROTECTED HEALTH INFORMATION

I hereby authorize San Diego American Indian Health Center to speak to the following individuals about my health and health record, including information regarding scheduling, billing and insurance. I understand that this does **not** include protected information regarding HIV, psychiatric, drug and/or alcohol records.

	NAME	DATE OF BIRTH
Spouse	_____	
Child	_____	
Child	_____	
Brother	_____	
Sister	_____	
Caregiver	_____	
Friend	_____	
Other	_____	
Other	_____	

I understand that I may revoke this authorization at any time in writing.

Patient Name (please print) _____ Date of Birth _____

Patient Signature _____ Date _____