### Welcome to Haskell Indian Health Center

### **Required documents for Patient Registration:**

Social Security Card
State Driver's License/ID
<ul> <li>(IF under 18 years of age, Parents ID may be used)</li> </ul>
Insurance Cards
Certificate Degree of Indian Blood (CDIB) or Tribal Enrollment Card  o (IF under 18 years of age, Parents CDIB may be used)
Birth Certificate
<ul> <li>(IF under 18 years of age or upon request)</li> </ul>
If FIRST or LAST Names have been changed –
<ul> <li>Marriage License</li> </ul>
<ul> <li>Divorce Decree</li> </ul>

Any questions please contact:

Court Affidavit

Haskell Indian Health Center
Patient Registration for Business Office
785-843-3750 Main
785-832-4887 FAX

### PATIENT BILL OF RIGHTS

When you are seen at the Haskell Indian Health Center you have the right:

- ❖ To be treated with consideration, respect, and equality.
- To have the confidentiality of your medical information protected; and to have your "Privacy Act" regulations enforced.
- To be informed and to refuse services from a student, trainee or volunteer involved in your health care.
- To have privacy during case discussion, counseling, examination and treatment.
- ❖ To review your medical record, if you request it.
- ❖ To have your pain assessed by a healthcare provider.
- ❖ To know the name and qualifications of staff members providing you with care.
- To know your diagnosis, health problems, test results and the potential advantages and risks of treatment and procedures in language you can understand.
- ❖ To have a second medical option, if you request it.
- ❖ To except no treatment procedure or transfer will take place without your informed consent—except in emergencies.
- ❖ To refuse participation in any investigational or research activities.
- ❖ To participate in treatment, discharge, or referral planning.
- ❖ To have access to patient complaint procedures.
- ❖ To refuse treatment to the extent permitted by law and to be informed of the medical consequences.

### PATIENT BILL OF RESPONSIBILTIES

When you are seen at the Haskell Indian Health Center you have the responsibility:

- ❖ To treat staff with consideration, respect and equality.
- ❖ To understand that your lifestyle affects your health.
- ❖ To take an active part in your healthcare.
- To follow the treatment plan to which you agree and if for some reason you cannot, to inform your doctor.
- ❖ To observe the facility rules that are for safety and consideration of all patients and staff.
- ❖ To respect the property as if it were your own.

The Personal Health Record (PHR) is a website where you can view your health information. Your PHR is at:

### https://phr.ihs.gov





You need to have access to the internet to access the PHR. You will need to use Google Chrome. You can download Google Chrome at: www.google.com/chrome

### PHR Advantages:

- Keep track of your health issues.
- Send an e-mail message to your health care
- Make sure the information in your medical record is correct.
- Share your health information with a caregiver or family member
- Share your health information with your health
- care team View and download your medical information without completing a release of information form.

### Medication:

- · order medication refills (if available)

### Laboratory:

View and download results

### Progress Notes:

View and download progress notes

### nmunizations:

View and download immunization record

### What can you do with PHR? Is your health information safe?

Yes, your health information is secure. Be cautious when viewing or downloading your health information to a public computer. Always log out when you are finished looking at your PHR.

### Questions about PHR?

### Please call:

(785) 843-3750 to speak to a PHR registrar

### Or visit us at:

Haskell Indian Health Center 2415 Massachusetts Street Lawrence, KS 66046





https://phr.ihs.gov

### How to sign up for your PHR



### Step 1: Create a PHR account

- 1. Go to https://phr.ihs.gov in your web browser.
- 2. Click the button labeled "Register to use PHR."
- 3. Choose a username and password that you can remember.
- You will be asked to enter some information about yourself. When you are finished, you will get a message asking you to go to your hospital or clinic to finish the registration process.

### Step 2: Meet your PHR Registrar

### Step 2: Meet your PHR Registrar

You will need to meet with the hospital or clinic's PHR Registrar. This person will activate your account.

Please bring a photo ID if you have one.

### Step 3: Login to the PHR

After you talk with the PHR registrar, your PHR account will be ready.

- Go to https://phr.ihs.gov.
- Enter your username and password.
- Select the health record you would like to view.
- You can now view your health information.

For more information, visit the Indian Health Service at http://www.ihs.gov

### INDIAN HEALTH SERVICE

Notice of Privacy Practices

"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."

## SUMMARY OF YOUR PRIVACY RIGHTS

- A. Understand Your Medical Record/Information. Each time you visit an sults, diagnoses, treatment, and a plan for future care. This information, often referred to as your medical record, serves as a: Care (PRC) program, the IHS also keeps a record of your PRC visit. Indian Health Service (IHS) facility for services, a record of your visit is Typically, this record contains your symptoms, examination, test re-If you are referred by the IHS through the Purchased/Referred
- Plan for your care and treatment.
- Tool with which we can check results and continually work to improve Communication source between health care professionals. the care we provide.
- 4) Means by which Medicare, Medicaid, or private insurance payers can verify the services billed.
- Tool for education of health care professionals
- 6) Source of information for public health authorities charged with improving the health of the people.
- Legal document that describes the care you receive. Source of data for medical research, facility planning, and marketing.
- B. Understanding what is in your medical record and how the information is used helps you to:
- Ensure its accuracy.
- Better understand why others may review your health information.
- Make an informed decision when authorizing disclosures.
- physical property of the IHS, but the information belongs to you. You have the right to: Your Medical Record/Information Rights. Your medical record is the
- Inspect and receive a paper or electronic copy of your health infor-
- Receive notification of a breach of your unsecured protected health information
- Request a restriction on certain uses and disclosures of your health plan on behalf of the individual, has paid the covered entity in full. purpose of carrying out payment or health care operations and is not requested restriction except when the disclosure would be for the mation to your health plan. The IHS is not required to agree to the information to include certain disclosures of protected health inforitem or service for which the individual, or person other than the health otherwise required by law and the PHI relates solely to a health care
- 4) Request a correction or amendment to your health information. The IHS may amend your record or include your Statement of Disagree-
- 6) Request and obtain a listing of certain disclosures the IHS has made Request confidential communications about your health information.
- 8) Request and obtain a paper or electronic copy of the IHS Notice of

Revoke your written authorization to use or disclose health infor-

of your health information.

- 9) Request and obtain a paper or electronic copy of the patient's medical record from the IHS Medical, Health and Billing Records, System Privacy Practices
- Notice Number 09-17-0001
- Maintain the privacy of your health information. health information about you is personal and is committed to protecting your health information. The IHS is required by law to: Indian Health Service Responsibilities. The IHS understands that
- 2) Inform you about our privacy practices regarding health information we collect and maintain about you.
- Notify you if we do not agree to a requested restriction

- Notify you of our decision regarding a request for correction or amend-
- 6) Promptly notify you of a breach of unsecured protected health infor-Accommodate reasonable requests you may have to communicate mation (PHI). health information by alternate means or to an alternate location.

# REVISED NOTICE OF PRIVACY PRACTICES

The Indian Health Service (IHS) reserves the right to change its privacy public places within its facilities and on the IHS web site at:: http:// tains. practices and to make the new provisions effective for all PHI it mainwww.ihs.gov/AdminMngrResources/HIPAA/index.cfm The IHS will post any revised Notice of Privacy Practices at

- How the IHS may use and disclose health information about you. The Billing Records, System Notice 09 17 0001. The following categories crimination Act (GINA) of 2008, and the IHS Medical, Health, and describe how we may use and/or disclose your health information. Accountability Act (HIPAA) Privacy Rule, Genetic Information Nondis-HHS Privacy Act regulations, the Health Insurance Portability and mission, except as described in this Notice and as permitted by the IHS will not use or disclose your health information without your per-
- Treatment. We will use and/or disclose your health information to
- 1) Your personal information will be recorded in your medical record and ed in your medical record so your health care provider will know how members of your healthcare team. The actions taken and the obserprovider will document in your medical record their instructions to vations made by the members of your healthcare team will be recordused to determine the course of treatment for you. Your health care
- facility or provider to enable them to know the extent of treatment you have received and other information about your condition. further care and treatment, the IHS may disclose information to that
- sentatives, to assist in your treatment mation to others, including health care professionals or personal repre-
- œ
- the bill will include information that identifies you, as well as your diagto your health plan for payment. The information on or accompanying
- health information to that provider for health care payment purposes. Health Care Operations. We will use and disclose your health information for health care operations. For example: chased/Referred Care (PRC) program, the IHS may disclose your
- We may use your health information to evaluate your care and treatservices we provide will be used to continually improve the quality and effectiveness of the ment outcomes with our quality improvement team. This information
- D. Health Information Exchange (HIE). The IHS HIE may make your to the national eHealth Exchange, you must authorize this use and be accessible to authorized health care providers through the IHS HIE change network to other providers involved in your care who request disclosure. More information is available at http://www.ihs.gov/hie/ Exchange network is voluntary. If you want your health information to your electronic health information. Participation in the national eHealth health information available electronically through an information ex-
- m health care information. The PHR is accessible to any patient who secure web based application that provides patient access to their Personal Health Record. The Personal Health Record (PHR) is a

- Honor the terms of this Notice or any subsequent revisions of this

- provide your treatment. For example:
- you are responding to treatment
- If you are referred or transferred to another facility or provider for
- 3) Your health care provider(s) may give copies of your health infor-
- for payment purposes. For example: Payment Purposes. We will use and disclose your health information
- If you have private insurance, Medicare, or Medicaid, a bill will be sent nosis, procedures, and supplies used for your treatment.
- If you are referred to another health care provider under the Pur-

- receives care at an IHS facility and requests a PHR account
- Direct. The IHS may share your health information between providers representatives, using the DIRECT secure, web-based messaging and between healthcare providers, patients and/or patients' authorized
- G. Business Associates. The IHS provides some healthcare services and safeguard your health information in accordance with applicable Fed eral laws. their jobs. The IHS requires our business associates to protect and tion. When these services are contracted, the IHS may disclose your ates. For example, the IHS may have contracts for medical transcriphealth information to business associates so that they can perform related functions through the use of contracts with business associ-
- H. Directory. If you are admitted to an IHS inpatient facility, the IHS may of the clergy. listed. may disclose your name, general condition, and location within our information being listed. If an individual asks for you by name, the IHS facility, unless you notify us that you object to this information being facility directory purposes, unless you notify us that you object to this use your name, general condition, and location within our facility, for The IHS may provide your religious affiliation only to members
- Notification. The IHS may use or disclose your health information to sentative, or other authorized person(s) responsible for your care, unless you notify us that you object notify or assist in the notification of a family member, personal repre-
- Communication with Family. All IHS health providers may use or sible for your care unless you object. For example, the IHS may prodisclose your health information to others involved with and/or responthat person's involvement with your care or payment for such care. any other person you identify, with health information that is relevant to vide your family members, other relatives, close personal friends, or
- K. Adults and Emancipated Minors with Personal Representatives. The mental incapacity by a court of competent jurisdiction. individual who has been declared incompetent due to physical or IHS may disclose health information to a personal representative of an



## PRIVACY RULE

PLEASE REVIEW IT CAREFULLY. YOU CAN GET ACCESS TO THIS INFORMATION. ABOUT YOU MAY BE USED AND DISCLOSED AND HOW THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION

### **HASKELL Indian Health Center -- PATIENT REGISTRATION FORM**

FULL LEGAL NAME (Last, First, Mi	ddle):			DOB:	
SSN:	BIRTH SEX: MALE	FEMALE	City /State of	Birth:	
PRIMARY LANGUAGE:		PREFERRED LA	NGUAGE:		
ADDRESS:	CITY:		STATE: _	ZIP CODE	<b>:</b>
PHONE NUMBER ()	( ) HOME	() CELL () WC	ORK ( ) MESSA	GE	
()	( ) HOME	() CELL () WC	ORK ( ) MESSA	GE	
DATE MOVED TO CURRENT COM	MUNITY:	LOCATION	OF HOME:		
PATIENT EMPLOYER:			<mark>(Circle One</mark> )	FULL TIME / PART TIN	/IE / RETIRED
EMPLOYER ADDRESS:		CITY: _		STATE ZIP	CODE:
WORK PHONE ()	<u>-</u>				
MARTIAL STATUS: SINGLE	MARRIED	SEPARATED [	DIVORCE	D WIDOWED	
IF MARRIED, SPOUSE'S FULL NAM	E:		SSN	l:	
SPOUSE'S EMPLOYMENT:	CIT	TY/STATE:			
Tribe:CDIE	<mark>;#</mark>	TOTAL Blood	Quantum: _	TRIBAL BLOOD C	<mark>luantum</mark> :
RACE:	Circle one: HISPANIC /	NON-HISPAN	IC <mark>VETERAN</mark>	YES / NO (Circle One	e)
MIGRANT WORKER: YES / NO					
EMAIL ADDRESS:		Preferr	ed Method of	Contact:	
INTERNET ACCESS: YES / NO -Fro	m (Phone, Home, Etc.)	·			
EMERGENCY CONTACT NAME:			RE	LATIONSHIP:	
MAILING ADDRESS:					
PHONE NUMBER ()	() HOME()	CELL ( ) WORK	( ) MESSAGE	ZIP CODE:	
FATHER'S NAME:			_ BIRTH PLAC	CE (CITY/STATE):	
MOTHER'S <u>FULL MAIDEN</u> NAME:					
NEXT OF KIN NAME:		CITV	REI	ATIONSHIP:	<del></del>
NEXT OF KIN NAME:  MAILING ADDRESS:  PHONE NUMBER ( )	() HOME()	CELL ( ) WORK	 . ( ) MESSAGE	ZIP CODE:	
UNIVERSITY STUDENTS/NAME O	E LINIVERISITY			NAME OF DORM:	
ROOM#: PO BOX:					
Veterans please complete: SERVIC SERVICE ENTRY DATE:					OWN
	0ft	Fice Only			
DATE: Haske	11 Chart/DOB:_	Ne	ew Patier	t Reactivat	te:
Received By:	vate:	Entered B	y:	PCP Assigned	<u>—</u> d:



### DEPARTMENT OF HEALTH AND HUMAN SERVICES INDIAN HEALTH SERVICE

### ACKNOWLEDGEMENT OF RECEIPT OF IHS NOTICE OF PRIVACY PRACTICES

Form Approved:
OMB No. 0917-0030
Expiration Date:
December 31, 2026
See OMB Statement Below

By signing this form, you acknowledge receipt of the Indian Health Service (IHS) Notice of Privacy Practices. Our Notice of Privacy Practices provides information about how we may use and disclose your medical information. We encourage you to read it in full.

Our Notice of Privacy Practices is subject to change. If we change our notice, you may obtain a copy of the revised notice by logging onto <a href="https://www.ihs.gov/sites/hipaa/themes/responsive2017/display\_objects/documents/NoticePrivacyPracticePamphlet.pdf">https://www.ihs.gov/sites/hipaa/themes/responsive2017/display\_objects/documents/NoticePrivacyPracticePamphlet.pdf</a> or by contacting the IHS Privacy Officer at (240) 479-8521.

If you have any questions about our	Notice of Privacy Practices, please contact the IHS I	Privacy Officer at (240) 479-8521.
NAME OF PATIENT		
SIGNATURE OF PATIENT		DATE (mm/dd/yyyy)
IF PATIENT IS UNABLE TO SIG	N:	
NAME OF LEGAL REPRESENTATI	VE AND STATE RELATIONSHIP TO PATIENT	
SIGNATURE OF PATIENT REPRES	BENTATIVE	DATE (mm/dd/yyyy)
SIGNATURE AND TITLE OF IHS S	TAFF	DATE (mm/dd/yyyy)
STAFF ONLY: FOR PATIENTS	UNABLE TO ACKNOWLEDGE RECEIPT	
I hereby certify that the patient was	unable to acknowledge receipt of the IHS Notice of F	Practices because:
, , ,	Ç ,	
		[
SIGNATURE OF IHS STAFF		DATE (mm/dd/yyyy)
IHS STAFF USE ONLY:		
HEALTH RECORD NUMBER	D.O.B. (mm/dd/yyyy)	
OMB STATEMENT		

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0917-0030. The time required to complete this information collection is estimated to average less than 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, to review and complete the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Indian Health Service, OMS/DRPC, 5600 Fishers Lane,

Rockville, MD 20857, Attention: Information Collections Clearance Officer.

### Assignment of Benefits (AOB) & Authorization to Bill

I request that payment of authorized Medicare, Medicaid, or private insurance benefits be made to United States Public Health Service - Indian Health Services for any covered services furnished by Haskell Indian Health Center.

I authorize any holder of medical information about me to release to the Centers for Medicare & Medicaid Services (CMS) and its agents, CHAMPUS/TRICARE, Veterans Affairs and its agents, or to any private insurance company any information needed to determine these benefits or the benefits payable for related services.

I acknowledge having received 1) a copy of Indian Health Services' Notice of Privacy Practices Pamphlet, dated April 9, 2014, 2) Haskell Indian Health Center Patient Handbook which includes: Welcome Letter, Mission Statement, Bill of Rights, Patient Bill of Responsibilities and clinic directory. 3) Acknowledgement of Receipt of Indian Health Service Notice of Privacy Practices.

I further certify that the information provided by me is true, accurate and complete. Unless revoked, this authorization to furnish information and assignment of benefits is valid for all administrative and judicial reviews under the health care reform legislation, Medicare and applicable federal and state laws. A photocopy of this assignment is to be considered valid, the same as if it was the original.

I, of competent mind, attest to having read and understand this agreement as witnessed by my signature below.

HRN: Insurance information has NOT chan Have Dependents on your insurance		
PRINT Patient Name	Representative Name	Relationship
Patient/Representative Signature	 Date	
Insurance Company	Policy Number	
☐ Patient has given verbal consent MSA Ir	nitials: Date:	

### **THIRD PARTY COVERAGE INFORMATION**

Patient Name:		DOB:	SSN:	
DEPENDENT INFORMATION	I (SPOUSE/CHILDREN UNDER	AGE 26):		
1.		DOB:	HRN:	
2		DOB:	HRN:	
3		DOB:	HRN:	
4		DOB:	HRN:	
EMPLOYMENT INFORMATION	ON:			
□ Policy Holder		☐ Policy Hold	der	
Name (Mother):		Name (Fathe	r):	
SSN (if available)			ble)	
DOB:		DOB:		
Employer:		Employer:		
Address:		Address:		
City/State/Zip:		City/State/Ziរុ	o:	
Telephone #:	·	Telephone #:		
Received By:	Date:			
********	** DO NOT WRITE BELOW T	HIS LINE***F	FOR OFFICE USE ONLY	******
MEDICAL	DENTAL	<u>BEH</u>	AVIORAL HEALTH	PHARMACY
Insurance Company	Insurance Company	Ins	urance Company	Insurance Company
Claims Address	Claims Address		Claims Address	Claims Address
City/State/Zip	City/State/Zip		City/State/Zip	City/State/Zip
Telephone#	Telephone#		Telephone#	Telephone#
Group Name/Number	Group Name/Number	Gro	up Name/Number	Group Name/Number
ID #	ID #		ID #	ID #
Effective/Term Date	Effective/Term Date	Effe	ective/Term Date	Effective/Term Date
				PCN# and BIN

### HASKELL INDIAN HEALTH ENTER MEDICAL HEALTH HISTORY

If you need assistance completing the form or are unsure of how to answer any of the items below Please ask the nursing staff for help

FULL LEGAL NAME:				DOB:		_		
SELF MEDICAL HISTORY			SELF MEDICAL HISTORY			FAMILY HISTORY		
Diabetes:	YES	NO	Blood Clots	YES	NO	Diabetes:	YES	NO
if yes specify type:			Blood Defects	YES	NO	If yes specify type:		
, , , , , , , , , , , , , , , , , , , ,			Obesity	YES	NO	3 Fr 3 - 3 Fr		
High Cholesterol	YES	NO	Ulcers	YES	NO			
Heart Disease	YES	NO	Heart Murmur	YES	NO			
High Blood Pressure	YES	NO	Heart Attack	YES	NO	High Blood Pressure	YES	NO
Glaucoma	YES	NO	Heart Valve or Pacemaker	YES	NO	Asthma	YES	NO
TB or Lung Disease	YES	NO	Artificial Joint	YES	NO	High Cholesterol	YES	NO
Rheumatic Fever	YES	NO	Stroke	YES	NO	Heart Disease	YES	NO
Liver Disease	YES	NO	History of Hospitalization	YES	NO	Rheumatoid Arthritis	YES	NO
Kidney Disease	YES	NO	Asthma	YES	NO	Glaucoma	YES	NO
Seizures or Epilepsy	YES	NO	Hepatitis	YES	NO	Tuberculosis	YES	NO
Birth Defects			ADHD	YES	NO	Obesity	YES	NO
	YES	NO	ABTID	1.20	110	Obcorty	120	110
Sexually Transmitted Disease	YES	NO	Do you have a <b>history</b> of abuse?	YES	NO	Ulcers	YES	NO
Drug Abuse	YES	NO	Are you <b>currently</b> being threatened?	YES	NO	Seizures	YES	NO
Alcohol Abuse	YES	NO	Are you <b>currently</b> being abused?	YES	NO	Cancer	YES	NO
Hearing Impaired	YES	NO	Is your child <b>currently</b> being abused?	YES	NO	Mental Illness	YES	NO
Paralysis	YES	NO	Date of last Physical:			Specify:		
Vision Impaired	YES	NO	•		,			
Blood Transfusions	YES	NO	Mental Illness	Mental Illness YES NO				
Sinus Trouble	YES	NO	Specify:	Specify:				
AIDS or HIV	YES	NO						
Arthritis	YES	NO						
Cancer	YES	NO						
ALCOHOL USE (CIRCLE RESPONSE BELOW QUESTION)  TOBACCO USE:  How often do you have a drink containing alcohol?  Smoker in the home?						YES	NO	
Never Monthly or Less 2 Week	?-4 x Mo	onth	2-3 x Week 4 or Greater x			Do you smoke tobacco?	YES	NO
How many standard drinks co	ontainir	ng alco	ohol do you have on a typical day?			Smokeless tobacco use?	YES	NO
1 or 2 3 or 4	5 or 6	<u> </u>	7 to 9 10 or more			Previous tobacco user?	YES	NO
How often do you have six						Ceremonial use only	YES	NO
Never Less than Monthly Daily	Mor	ithly	Weekly Daily or Almost			Year quit:		
Little Interest or Pleasure in E Things Not at All		ast 2 w	eeks check how often have you been bot (Check One)	Feeli Not a	ng Do t All	wn, Depressed or Hopeless	(Check	k One)
Several Days					ral Da	,	<u> </u>	
More than Half Days						Half Days	<u> </u>	
Nearly Everyday				Near	ly Eve	ryday	1	

WOMEN ONLY: INFANTS ONLY:

Are you currently pregnant?	YES	NO	
Currently breast feeding?	YES	NO	
Do you use birth control?	YES	NO	
What was the date of your Last Pap Smear? Month/Year			Normal / Abnormal
What was the date of your Last Mammogram? Month/Year			Normal / Abnormal
If you use birth control, what type do you use?			

### Infant Feeding Choices:

Breastfeeding Only	YES	NO
Mostly Breastfeeding	YES	NO
1/2 Breastfeeding & 1/2 Formula	YES	NO
Mostly Formula	YES	NO
Formula Only	YES	NO

### **ADDITIONAL QUESTIONS:**

ADDITIONAL QUESTIONS.				
List your total # PHYSICAL ACTIVITY minutes per week (for	r ie: 30min/3days per w	vk):		
Drug & Food Allergies: (List & include reaction or check box)  Drug	) Food	None	Reaction	
Medications: (List dosage/quantity or check box)		None		
Surgeries	Year		Where	
Other:				
				-
Patient Signature:	Date:	ļ	HRN:	