PATIENT WELCOME PACKET



2415 Massachusetts St Lawrence, Ks 66046 | 785-843-3750

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DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Oklahoma City Area Indian Health Service Haskell Indian Health Center 2415 Massachusetts St Lawrence, KS 66046

Dear Valued Patient,

Welcome to the Haskell Indian Health Center (HIHC). We are excited that you have entrusted your care to our facility. Our mission at the health center is "To raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level." Our vision at the health center is, "To provide high-quality healthcare through a patient-centered medical home, that respects the cultural values of American Indians and Alaska Natives." Our facility is focused on a patient-centered healthcare approach. In this model, the patient is a central and integral part of the team. You will be asked to choose a care team where a group of professionals will work with you to raise your health to the highest level possible. You will see the same provider, nurses and support staff whenever possible. This will allow you to build a relationship with your care team. As we get to know each other better, the care you receive will be more beneficial.

You as the patient are why we exist and we look forward to working with you to meet your needs. We have created this welcome packet for you to keep as a reference to guide you through the care you receive here and to help you better understand our patient-centered medical home approach.

We are excited to partner with you in this journey of health. Please let me know if you have any questions or concerns.

Sincerely,

CAPT Shannon Lowe, CEO (A) 785-843-3750



OURMISSION & VISION OUW BEST HEALTH

Patient-Centered Care

We pride ourselves in building strong relationship with our patients.

Comprehensive Care

We are here to address your physical and behavioral healthcare needs. This includes working with you on prevention, wellness, and acute and chronic care.

Coordinated Care

We work to build clear, open communication with patients, families, and members of your broader care team, including referrals and providers outside of our facility.



Our Mission

To raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.

Our Vision

To provide high-quality healthcare through a patient-centered medical home, that respects the cultural values of American Indians and Alaskan Natives.

IHS 2024-2028 Strategic Plan includes the following tenants:

- 1. Provide comprehensive, culturally grounded personal and public health services to AI/AN people.
- 2. Transform the IHS into a Highly Reliable Organization.
- 3. Improve communications, program management and operations. Together these goals help provide the highest quality of services to our patients and help raise your health to the highest level. We are committed to serving you.



PATIENT BILL OF RIGHTS

As a patient, 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 of 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 records, 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 or procedures in a language you can understand.
- To have a second medical opinion, if you request it.
- To expect that 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 while being informed of the medical consequences.
- To have your prescriptions sent to an outside pharmacy.

PATIENT BILL OF RESPONSIBILITIES

As a patient, 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 your treatment plan to which you agree and if for some reason, you cannot, to inform your care team.
- To observe facility rules that are for the safety and consideration of all patients and staff.
- To respect the property as if it were your own

ELIGIBILITY

"The Red Nation shall rise again and it shall be a blessing for a sick world; a world filled with broken promises, selfishness and separations; a world longing for light again."

—Crazy Horse



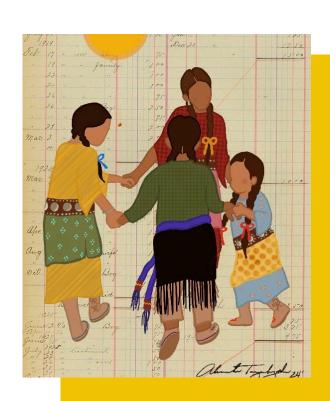
All new patients and those reestablishing their record will be required to provide <u>one</u> of the following documents to Patient Registration:

- Certificate Degree of Indian Blood (CDIB)
- Tribal Enrollment card
- Descendent Letter and Birth Certificate

Did you know?

Your child may be seen here and receive health services, if you are an eligible patient and they are not. They must be under the age of 19, natural or adopted, a stepchild, foster child, legal ward or orphan of an eligible patient. The eligible patient must be present.

Also a non-Indian woman pregnant with an eligible patient's child may receive care here with the eligible patient present and proof of pregnancy, or bring in a Marriage Licenses or Paternity Affidavit.



MINOR CONSENT

It is <u>necessary</u> for all pediatric patients to be accompanied by their parents or legal guardians during their visits.

- The age of consent for medical, surgical, hospital, dental, and optometry services in Kansas is 16 years old (Kan. Stat. &38-123b).
- In emergency situations where immediate care is required for patients younger than 16 years old, providers may administer treatment under the "implied consent" doctrine if parental consent is not readily available. However, parents/guardians will be informed as soon as possible thereafter.
- If patients under 16 years old attend their clinic visit without a parent/legal legal guardian specifying the date and purpose of the visit (Below is a template of what information the letter needs to include). Failure to provide this letter will result in the inability to proceed with the appointment, with efforts made to reschedule.
- For patients under 16 years old receiving vaccines without parental accompaniment, attempts will be made to obtain verbal consent via telephone. If unsuccessful, the accompanying adult may sign the consent form in place of the parent/guardian.
- Pediatric patients of any age can still access sexual and reproductive health services (such as pregnancy testing, birth control education and services, and STI testing) without parental accompaniment or consent.

To whom it may concern,



My child, (name of patient), will be accompanied by (name of person bringing in your child) for their pediatric appointment on (date of appointment) for (specific reason of appointment).

Parent or Legal Guardian's full name

Signature and date



PRIMARY CARE

We are committed to providing exceptional medical care in a welcoming and compassionate environment. Our team of experienced healthcare professionals and dedicated staff are here to support you on your journey to your highest-level of health.

SCHEDULING

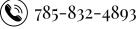
TO SCHEDULE AN APPOINTMENT CALL 785-832-4811

HOURS: MONDAY, TUESDAY, THURSDAY 7 AM - 4:30 PM WEDNESDAY 9 AM - 4:30 PM FRIDAY 8 AM - 4:30 PM



Blue Team

Primary Care



Purple Team

Pediatric & Young Adult Care

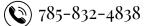
785-832-4840





Orange Team

Primary Care



AFTER HOURS NURSE ADVICE LINE

1-833-904-0013 Toll Free Number

In case of an emergency CALL 911

HELP WHEN YOU NEED IT!

Call the AFTER HOURS NURSE ADVICE LINE to receive trusted health information and advice. A nurse will call you back with additional advice and information based on your health questions and needs.

PRIMARY CARE MEDICAL HOME

Patient-Centered Care

We pride ourselves in building strong relationships with our patients.

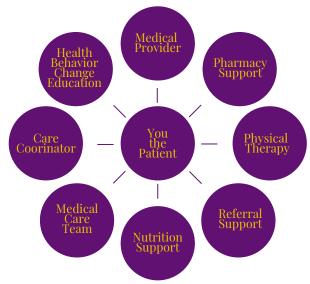
Comprehensive Care

We are here to address your physical and behavioral healthcare needs. This includes working with you on prevention, wellness, and acute and chronic care.

Coordinated Care

We work to build clear, open communication with patients, families, and members of your broader care team, including referrals and providers outside of our facility.





Haskell Indian Health Center (HIHC), a Patient Centered Medical Home (PCMH) has a significant investment in providing you with comprehensive healthcare that can support your health and well-being. One way to assist your efforts for improved health outcomes is for us to partner with you, helping you to learn to make small changes that are maintainable over time. Always considering the importance of self-determination, your medical team will work with you to help you accomplish goals you are ready to address. Research has shown when you set *Specific* goals that are *Measurable*, *Attainable*, *Relevant* and *Timely*, you are more likely to maintain these health behavior changes over time. You may ask a member of your care team about starting or changing your health goals and you may also speak with our goal setting health technician who can assist you through your journey of establishing, achieving and maintaining improved health changes.



Primary Care

Our primary care teams offer preventative care as well as evaluation and treatment for acute and chronic disorders to patients of all ages. We also coordinate with outside resources to set up specialty care when needed.



Women's Health

We offer Women's Health services including well woman exams, PAP smears, breast exams, and referrals for mammography. We also offer lab testing to screen for sexually transmitted infections. We have multiple forms of contraception available including pills, long acting injections, skin implants, and intrauterine devices. We have both male and female providers available upon request.



Pediatrics

The Pediatric team at our facility includes a full time pediatrician, a nurse, and a health tech who are dedicated to providing excellent care for the pediatric population from birth to age 20.

Our Pediatrician is available for well child care, sports physicals and adolescent health care as well as same-day appointments for sick visits. The pediatric team provides high-quality care in a culturally informed manner. Along with additional training in the field of weight management and are certified in obesity management.



Lab

We offer onsite lab services to include testing for the following: A1c, Covid, flu, strep, sexually transmitted diseases, RSV, pregnancy, cholesterol, thyroid, etc. (same day results vary by test). Your results are our top priority, and we strive to make your visit as quick and easy as possible. We also offer early lab appointments to accommodate busy schedules. We look forward to seeing you at your next visit.



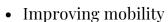
Diabetes Prevention Program

The Wellness Center is home to the Haskell Diabetes Prevention Program (DPP) and Physical Therapy department. The Haskell Diabetes Program is a community-based and clinic-based program that provides a nationally approved diabetes prevention curriculum and an Accredited Diabetes Self-Management Education program for individuals wanting to learn more about managing various aspects of their health. Our facility has a dedicated classroom space with a full kitchen for teaching. The program also provides in-person and online Yoga classes and hosts various physical activity challenges throughout the year. The Wellness Center is also home to a small, but highly functional, fitness center equipped with state-of-the-art exercise machines and resistance training equipment with a full-time fitness instructor. This program is funded through a grant from the IHS-Special Diabetes Program for Indians.



Physical Therapy

Our Physical Therapists are movement experts who improve patients quality of life through hands-on care, education, and prescribe movement with goals that include:



- Manage pain and other chronic conditions
- Recover from injury
- Avoid surgery and prescription drugs
- Create healthy habits, and prevent future injury and chronic disease



Dietitian Nutritionist

Dietitians are food and nutrition experts that translate the science of nutrition into practical solutions for healthy living. Our dietitian can provide tailored nutrition advice to help you manage chronic disease, navigate food allergies, manage your weight, build healthy habits, and reach your health goals. Our dietitian can also help you take an in-depth look at your body composition using our InBody scale.





Optometry

Our Optometrist is committed to delivering exceptional eye care with the latest technology. Utilizing our state-of-the-art optical coherence tomography, visual field machines, wide field retinal photography, and digital refraction equipment; we conduct thorough eye exams aimed at detecting early signs of eye diseases and providing precise corrective lens prescriptions (eye glasses). Your vision's protection and the enhancement of your quality of life are our top priorities. Additionally, our department currently provides a free pair of glasses per year (based on date of order).



Behavioral Health

Your comprehensive care at HIHC includes Primary Care Behavioral Health services. We offer brief visits, generally on the same day as your medical visit. The visits may help with a wide variety of concerns, including: coping with a medical condition; making healthy lifestyle changes; anxiety and depression; alcohol, tobacco, or drug problems; family/relationship issues; parenting concerns; and many others. HIHC also has traditional mental health counseling and psychiatric medication management services available to treat a wide range of ages and diagnoses.



Pharmacy

Our pharmacy offers a wide range of services to meet your medication needs. Some of the services we provide include: same day prescription filling, medication management, medication counseling, refill services, and a mailing program. If you have any questions about your medications, our pharmacists are here to help. We can provide information about your prescriptions and offer guidance on how to take them safely and effectively. Overall, our pharmacy is committed to providing high-quality, personalized care to help you manage your medications and improve your overall health and well-being. Be sure to check in at the pharmacy window after your appointments.





Dental

We offer teeth cleanings, exams, fillings, extractions, and impressions. Crowns and dentures are not a provided service. These services will need to be sought out at another facility. Annual dental exams and x-rays are required once a year prior to any dental treatment.

Get a fluoride treatment for you and your family today!



HOURS: MONDAY, TUESDAY, THURSDAY, FRIDAY 8 AM - 4:30 AM WEDNESDAY 9 AM - 4:30 PM

Call 785-832-4849 to schedule an appointment

"Work-In" Schedule MONDAY, TUESDAY, THURSDAY, FRIDAY

Patient must be checked in by 8:30 AM and or 1 PM



WHAT TO EXPECT DURING YOUR MEDICAL VISIT

01

02

03

Check-In

Check-in at the patient registration desk. At this time they will check you in, verify your information, and receive any insurance information or documents to ensure your file is accurate and up to date.

Nursing Staff

A member of the nursing staff will call your name and escort you to an exam room. You will be asked to complete any medical forms and then complete the check-in process by collecting your vitals.

Medical Provider

To ensure you get high quality healthcare your provider will review your purpose of visit, meet with you and make additional referrals or recommendations. They may also request that you visit the lab before or after your visit.

04

05

06

Services

The provider may recommend you meet with the registered dietician, clinical pharmacist, integrated behavioral health provider, patient benefits coordinator, medical records, or our referral department.

Screening

Many preventative screening tests and procedures may be ordered including routine immunizations and lab tests (blood glucose, cholesterol, kidney & liver functioning, HIV) as well as assessment of eye and foot health.

Future Visits

Future visit recommendations will be made and appointments may be scheduled.

HASKELL INDIAN HEALTH CENTER

WE WANT TO HEAR FROM YOU

HELP US FOCUS ON WHAT MATTERS MOST

WHAT ARE THESE FORMS?

At most visits, we'll ask you to complete some screening forms before the visit starts. These questions will change with age. You may see questions on:







WHY ARE THEY NEEDED?

- We want to make the best use of our time with you or your family, and this helps us focus on your top priorities.
- You're the expert! We are the health experts, but you are the expert on you or your child. There are many things outside this office that affect a person's health.
- We are here to help and can provide tools and resources for things that are not as good as they could be.



for filling out these forms and for helping us provide the best possible care for you or your child.

PATIENT ADVOCATE

A patient advocate is available at Haskell Indian Health Center to help navigate our healthcare system, should you have any questions, concerns, or need support with your plan of care. Our patient advocate is invested in helping you to reduce barriers for getting your needs met. Navigating healthcare systems can be challenging. We are here to help if you are having difficulty accessing the care you need, don't understand or don't agree with your plan of care, or don't feel like your voice is being heard. Supporting your needs is our priority and this sometimes involves answering questions or helping you to communicate effectively with your care team or other resources outside of our facility.

All patients are welcome to reach out to HIHC's patient advocate. Additionally, concerned family and support systems are encouraged to contact the patient advocate as well. There are several ways to reach out; please feel free to call our main number at 785–843–3750 and request to speak with a patient advocate. You may also request to speak with an advocate during your scheduled visit at the clinic. Simply ask a member of your care team and they will be happy to assist you.

Know Your rights





You have rights and a role regarding your treatment and care. This brochure has questions and answers to help you learn about your rights and role as a patient. Knowing your rights and role can help you make better decisions about your care.

What are your rights?

- You have the right to get information in a manner that meets your needs, if you have vision, speech, hearing or mental impairments.
- You have the right to make decisions about your care.
- You have the right to safe care.
- You have the right to care that is free from discrimination. This means you should not be treated different because of:
 - Age
 - Race
 - Ethnicity
 - Religion
 - Culture
 - Physical or mental disability
 - Socioeconomic status
 - Sex
 - Sexual orientation
 - Gender identity or expression
 - Language
- You have the right to know when something goes wrong with your care.
- You have the right to get a list of all your current medications.
- You have the right to be listened to.
- You have the right to be treated with courtesy and respect.
- You have the right to have a personal representative, also called an advocate, with you during your care. Your advocate is a family member or friend of your choice.

What are your responsibilities?

- You should be active in your health care because your choices will affect your care and treatment.
- You should ask questions.
- You should pay attention to instructions given to you by caregivers.
- You should share as much information as possible about your health with your caregivers. For example, give them a list of your medicines, vitamins, herbs and supplements. And remind them about your allergies.



What is the role of your advocate?

- Your advocate can be with you to provide support during your care.
- Your advocate can get information and ask questions when you cannot.
- Your advocate can remind you about instructions and help you make decisions.
- Your advocate can ask for help if you are not getting the care you need.

Can your advocate make decisions for you?

Yes, if they are your legal guardian or if you signed a legal document giving them the power to make decisions for you. This document may be called a health care power of attorney. Or you may complete a Release of Information (ROI) if you want your advocate to be able to call about appointments or obtain information about your care. Please see Medical Records about completing an ROI.

Know Your rights





Can the organization take pictures or videos of you?

Yes. They can take pictures, videos, or other images and recordings to be used for your care or treatment, or to identify you. The staff must obtain your permission and signed consent to use the images or recordings for any other purpose.

What happens if something goes wrong during treatment or with my care?

If something goes wrong, you have the right to an honest explanation and an apology. These should be made in a reasonable amount of time.

How to file a complaint

Ask the registration desk for a patient complaint form to file a written complaint.

Contact AAAHC website with complaints about the accredited organization.

Or call HIHC Administration.



785-832-4805



https://www.aaahc.org/contact-us/



Can other people find out about your disease or condition?

Health care providers must keep details about your health private. They may share with other providers or specialists as needed to support or continue your care! You can sign a form if you want health care providers to share information with others.

What is "informed consent?"

Informed consent means that you understand your treatment choices and their risks. Your caregivers should help you understand the treatment choices and risks, and what will happen if you are not treated. Reasonable alternatives to the proposed care, treatment, and services.

PROCESS FOR CHANGING YOUR HEALTHCARE TEAM/PROVIDER

- First, we ask that you reach out to your current care team, the Director of Nursing at 785-843-4867 and/or our patient advocate to address the concerns that are leading you to make a change.
- Once all concerns are addressed and you have made the decision to switch care teams, you can request the change by contacting our registration department.
- We ask that you help improve our clinical care by briefly explaining the reason for requesting this change, by completing the form below and submitting to registration.

hat is the reason for requesting a new team and/or provider?					

Please note, this form will be submitted to the Director of Nursing or our patient advocate, who may contact you for additional information/support, as needed.

PATIENT BENEFITS



At Haskell Indian Health Center (HIHC), it is our mission to serve all eligible patients to the highest level. We strive to cater to your healthcare needs without any cost to you. While we receive government funding, we also heavily depend on third-party collections. With a focus on elevating the health of our Native American community, we consistently seek to expand our services and upgrade our equipment. This endeavor requires time, resources, and opportunities. As a HIHC patient, you play a crucial role in helping us expand our services to better meet to your healthcare needs.

Benefits Coordinator

Screens for any alternate resources for our patients. Helps find community or tribal resources and needed medical equipment.

Helps apply for Medicaid, Medicare Information. Medicare Advantage Plans, Disability, Marketplace Insurance, Veteran's information.

How can you help?

Simply provide your insurance card to our Patient Registration upon check-in or at your convenience. This allows us to bill your insurance, assisting you in meeting your deductible and covering your co-pay. Once your deductible is met, you can access specialist services outside of the HIHC with minimal to no cost to you.

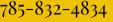
"I already have IHS. Why do I need health insurance?"

IHS is not health insurance. While IHS provides some services, it may not cover specific needs, such as specialists or prescriptions. You can still utilize IHS services even if you don't have insurance.

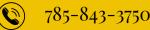
CONTACT US











PURCHASED REFERRED CARE (PRC)

PRC is health care purchased by IHS from non-IHS providers and facilities when direct services of care are not available.

PRC resources are used for referred services. and emergency services,



How does PRC work?

Referral requests and notifications of emergency room services are reviewed weekly and ranked according to relative medical priority.

Eligibility

To be eligible for Haskell Indian Health Center (HIHC) PRC funding, you must

Reside on a permanent basis within the HIHC PRC Delivery Area which is **Douglas** County or be a FULL-TIME Haskell Indian Nations University Student while school is in session. Call PRC within 72 hours of hospital visit.

We require you to have three identifiers of proof of residency.

Accessing PRC

Payment for medical care outside an IHS facility can only be authorized by a PRC official, if funds are available.

Alternate Resources

PRC is the payer of last resort. You must apply for all resources available to vou such as:

- Medicaid
- Medicare
- Worker's Compensation
- Vocational Rehabilitation
- Auto Insurance
- Other personal injury or liability coverage



Denials

If your request for PRC funding is denied, you will receive a letter informing you of the denial.





The Indian Health Service Personal Health Record (PHR) can help you access your health information. You can track medications and lab results, contact your health care provider, and much more – all from the privacy of your personal computer and mobile device. Any patient within the Indian Health System can register to use the PHR.

PHR is a tool that provides you with timely access to your health information. It is not a substitute for meeting with your health provider. If you are experiencing a medical emergency, call *911* or *go immediately to the closest emergency room*.

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



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.
- 4. 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.

Meet your PHR Registrar

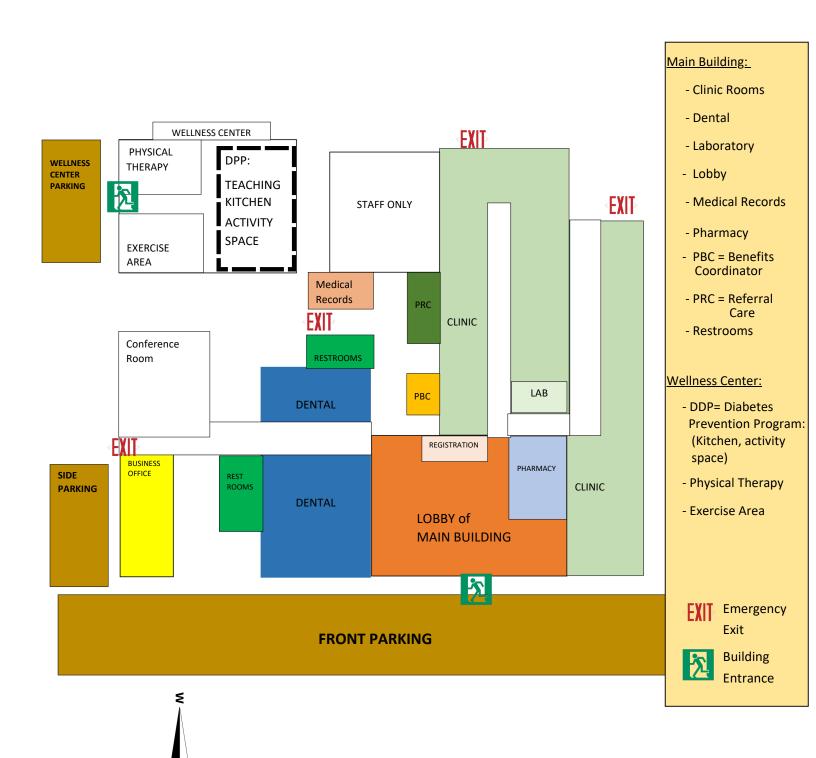
You will need to meet with the hospital or clinic's PHR Registrar. This person will activate your account.

Please bring your up-to-date photo ID if you have one.

Login to the PHR

- 1. Go to http://phr.ihs.gov
- 2. Enter your username and password
- 3. Select the health record
- 4. You can now view your health information

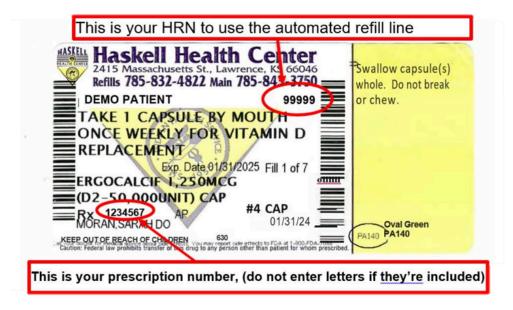
CLINIC MAP



PHARMACY

Haskell Pharmacy Prescription Refill Line

- Dial the automated refill line at 785-832-4822.
- The system will request the following:
 - 1) Your health record number (HRN), also known as your chart number
 - 2) Your prescription number
- Both can be found on your prescription label, see below.
- If you are signed up for mail, all medications will be mailed to the address on file.
- If you need to pick up medication from the clinic, you must speak with someone in the pharmacy or leave a voice message.



If you receive refills through the mail, they may come through our Veterans Affair partner. This labeling does NOT include your medical/health record number.

If you don't know your HRN, the pharmacy can help you. Call 785-843-3750 and select option 2 for the pharmacy, then press o (zero) to speak to the pharmacy team.

CONTACT

Automated Refill Line (785-832-4822





Main Clinic Line (785-843-3750 option 2

PHARMACY

Medication Pre-Fill Program

- Pre-fill is an automated system that will notify patients by a call or text message when they should be getting ready to run out of a chronic medication, such as diabetic, hypertension, depression, or cholesterol medications.
 - The system will call you the first time and give you the chance to opt-in to text messages, and or to opt out of the program.
- Pre-fill will replace the current pharmacy auto-refill program that is done manually.
- Follow the prompts during the call or via text message to confirm your refill request. Do not respond with other medications or numbers to be filled.

Reply Y for yes or reply N for no.

• The medication will be ready to pick up within 48 hours, or sent by mail if you are signed up for our mailout program. Mail takes 7-10 business days for delivery.

If you have questions about the program or would like to opt in or out, please call the pharmacy at 785-843-3750, then enter option 2.

This is Haskell Pharmacy reminding you that your medication starting with ASP is due to be refilled. Reply 'Y' to Refill or call 785-832-4822. Reply STOP to opt out. 10:00 AM

10:38 AM

A refill has successfully been requested for the medication starting with ASP.

CONTACT





785-832-4822

