



NORTSHORE HEALTH CENTER'S

Name: _____ **Date:** ____/____/____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: ____-____-____ **Emergency:** ____-____-____

Have you applied for Medicaid? Yes No When did you file last? _____
 Have you applied for Medicare? Yes No
 Do you have private insurance? Yes No
 Are you a veteran? Yes No

HOUSEHOLD INCOME

Members of family and all others living in the household (List each person separately)

Name	Relation to Applicant	Date of Birth	Race	Marital Status	Social Security Number	All other incomes AFDC, SS, Pension, Supp.	Monthly Gross Income

Is anyone in the household pregnant? Yes No

Cash assets available (checking, savings, etc.): _____

Total number in family & others in household: _____ Total gross monthly income: _____

I am currently receiving services from: _____ Doctor: _____

Other: _____

Office use only:	Approved-Income % Factor _____
	Denied-Reason _____

How did you hear about NorthShore Health Centers? _____

The information I have provided is true and correct to the best of my knowledge. I certify I will contact the facility in the event I have an insurance and/or income change. I certify under penalties of perjury that the information I have given on this application is true and correct to the best of my knowledge and belief.

Signature of Applicant

Interviewer

Office use only

Other extenuation circumstances or emergency situations with the individual or family:

Reason for medical visit:

Referrals made today (to be placed in patient file):

Registration Form

Patient Information

First Name _____

Parent or Guardian

Last Name _____

Name _____

Address _____

Phone # _____

Rent or Own Home _____

Date of Birth _____

City, State, Zip _____

Relationship to Patient _____

Township _____

E-mail _____

Emergency Contact

Phone # _____

Name _____

Soc Sec # _____

Address _____

Birth Date _____

City, State, Zip _____

Phone # _____

Relationship to Patient _____

Gender Male Female

Language English Spanish Other _____
Race African American Asian American Indian Caucasian Pacific Islander Native Hawaiian Other

Ethnicity Hispanic Non-Latino Refused to report

Military Status Active Active Reserve
 National Guard General discharge
 Retired Honorable discharge
 Separated Other discharge

WIC Are you currently enrolled in the WIC program? Yes No

Income Level \$0-\$5,000 \$5,000-\$10,000 \$10,000-\$15,000 \$15,000-\$20,000 \$20,000-\$30,000 >\$30,000

Homeless Yes No

Complete this section if you have insurance (Commercial, Medicaid, Medicare or Other)

Name of Company _____

Effective Date _____

Insured Person _____

Insured Person's Date of Birth _____

Insured Soc. Sec. # _____

Group number _____

Patient Relationship to Insured Patient _____

ID Number _____

Attach copy of insurance card (Front & Back)

Assignment and Release

I Hereby consent to all treatment deemed necessary by the medical staff of NorthShore Health Centers. I authorize the release of any information necessary to process claim or any other collection process. I request that any money due to me for medical benefits be assigned to NorthShore Health Centers. I realize that I am Responsible for any and all difference. I agree to pay my fees at time of service and all fees associated with the collection process including but not limited to, attorney fees and court costs if my account becomes delinquent.

Patient Signature _____ **Date** _____

Initial Pediatric Medical History

Form completed by: _____ Date: _____

HOUSEHOLD

Name	Relationship to Child	Date of Birth	Health Problems

BIRTH HISTORY

Birth Weight: _____
 Was the baby born at term? _____ Early _____ Late _____

If early, how many weeks gestation? _____
 Did mother have any illness or problem with her pregnancy?
 Yes No Explain: _____

During pregnancy did mother:
 Smoke? Yes No Drink alcohol? Yes No
 Use drugs or medications? Yes No
 What? _____ When? _____

GENERAL

Do you consider your child to be in good health? _____ Yes _____ No Explain: _____
 Does your child have any illness or medical condition? _____ Yes _____ No Explain: _____
 Has your child had serious injuries or accidents? _____ Yes _____ No Explain: _____
 Has your child had surgery? _____ Yes _____ No Explain: _____
 Has your child ever been hospitalized? _____ Yes _____ No Explain: _____
 Is your child allergic to any medicines or drugs? _____ Yes _____ No Explain: _____

Development

Are you concerned about your child's physical development? _____ Yes _____ No Explain: _____
 Are you concerned about your child's mental or emotional development? _____ Yes _____ No Explain: _____
 Are you concerned about your child's attention span? _____ Yes _____ No Explain: _____
 If your child is in school:

How is his/her behavior in school? _____

Has he/she failed or repeated a grade in school? _____

How is he/she doing in academic subjects? _____

Is he/she in special or resource classes? _____

Was the Delivery: _____ Vaginal _____ Cesarean
 If Cesarean why? _____

Did your baby have any problems right after birth?
 _____ Yes _____ No Explain: _____

Was the initial feeding _____ Breast? _____ Bottle?

Did the baby go home with mother from the hospital?
 _____ Yes _____ No Explain: _____

Family History

Have any of your family members had the following

Deafness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Nasal allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Tuberculosis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Heart Disease (before 50 years old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
High blood pressure (before 50 years old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
High cholesterol	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Anemia	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Bleeding disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Liver disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Kidney disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Diabetes (before 50 years old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Bed-wetting (after 10 years old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Epilepsy or convulsions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Alcohol abuse	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Drug abuse	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Mental illness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Mental retardation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Immune problems, HIV or AIDS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments: _____
Additional family history:	_____		

Past History

Does your child have, or has he/she ever had:

Chickenpox	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: _____
Frequent ear infections	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Problems with ears or hearing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Nasal allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Problems with eyes or vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Asthma, bronchitis, bronchiolitis, or pneumonia	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Any heart problems or heart murmur	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Anemia or bleeding problem	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Blood transfusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Frequent abdominal pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Constipation requiring doctors visit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Bladder or kidney infection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Bed-wetting (after 5 years old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
(For girls) Has she started her menstrual period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
(For girls) Are there problems with her periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Any chronic or reoccurring skin problems? (Acne, eczema, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Frequent headaches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Convulsions or other neurologic problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Thyroid or other endocrine problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Any other significant problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____
Use of alcohol or drugs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain: _____

SUMMARY OF OUR NOTICE OF PRIVACY PRACTICES

NorthShore Health Centers

Effective Date: April 14, 2003

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

Please review the full Notice of Privacy Practices (NPP) which is attached. If you have any questions about this notice, Please contact, Privacy Officer at (219) 763-8112.

Who will follow this notice:

- NorthShore Health Centers

This notice describes our privacy practices. All these entitled, sites, and locations follow the terms of this notice. In addition, these entitled, sites, and locations may share health information with each other for treatment, payment, or health care operations purpose described in this notice.

Our pledge regarding health information:

We understand the health information about you and your health care is personal. We are committed to protection health information about you. We create a record of the care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by this health care practice, whether made by your personal doctor or others working in this office. This notice will tell you about the ways in which we may use and disclose health information about you. We also describe your rights to the health information we keep about you, and describe certain obligations we have regarding the use and disclosure of your health information.

We are required by law to:

- Make sure that health information that identifies you is kept private.
- Give you this notice of our legal duties and privacy practices with respect to health information about you and follow the terms of the notice that is currently in effect.

How we may use and disclose health information about you.

The following categories described different ways that we use and disclose health information. By coming for care, you give us the right to use your information for treatment, to get reimbursed for your care, and to operate our organization.

There are also various other ways in which we may use or disclose your information:

- Appointment reminders
- To allow oversight of quality of the healthcare we provide
- To allow workers compensation claims

- AS required by subpoena in lawsuits and disputes
- Various uses as required by law or to avert a serious threat to health or safety

The full details for all these uses are contained in the full NPP.

Your rights regarding Health information about you

You have the following rights regarding health information we maintain about you:

- Right to inspect and copy
- Right to amend
- Right to an accounting of disclosure
- Right to request restrictions
- Right to request confidential communications
- Right to a paper copy of this notice

Information on how to exercise these rights can be seen in the NPP or can be obtained from, Privacy officer at (219) 763-8112.

Changes to this notice

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current notice at our facility. The notice will contain on the first page, in the top right-hand corner, the effective date. In addition, each time you register for treatment or health care services, we will offer you a copy of the current notice in effect.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. To file a complaint with us, contact Privacy Officer. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

Other Uses of Health Information

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose health information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

- About a death we may be the result of criminal conduct;
- About criminal conduct at our facility; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description, or location of the person who committed the crime.

Coroners, health examiners and Funeral directors: We may release information to a coroner or health examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release health information about patients to funeral directors as necessary to carry out their duties.

National Security and Intelligence Activities: We may release health information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective services for the President and others: We may disclose health information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

Inmates: If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institutional.

Your rights regarding health information about you

You have the following rights regarding health information we maintain about you:

Rights to inspect and copy: You have the right to inspect and copy health information that may be used to make decisions about your care. Usually, this includes health and billing records.

To inspect and copy health information that may be used to make decisions about you, you must submit your request in writing to a privacy officer. If you request a copy of the information, we may charge a fee for the costs for copying, mailing or other supplies and services associated with your records.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to health information, you may request that the denial be reviewed. Another licensed health care professional chosen by our practice will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

Right to Amend: If you feel that health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as we keep the information. To request an amendment, your request must be made in writing, Submitted to a Privacy officer, and must be contained on one page of paper legibly handwritten or typed in at least 10 point font size. In addition, you must provide a reason that supports your request for an amendment.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the health information kept by or for our practice;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete

Any amendment we make to your health information will be disclosed to those with whom we disclose information as previously specified.

We are not required to agree to your request for restrictions if it is not feasible for us to ensure our compliance or believe it will negatively impact the care we may provide you. If you do, we agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request a restriction, you may make your request in writing to a Privacy officer. In your request, you must tell us what information you want to limit and to whom you want the limits to apply; for example, use of any information by a specified nurse, or disclosure of specified surgery to your spouse.

Right to a paper copy of this notice: You have the right to obtain a paper copy this notice at any time. However, at the time of first service rendered after April 14, 2003, it is required that you receive a paper copy. To obtain a copy, please request it from a Privacy officer.

Changes to this notice

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for health information we receive in the future. We will post a copy of the current notice in our facility. The notice will contain on the first page, in the top right-hand corner, the effective date. In addition, each time you register for treatment or health care services, we will offer you a copy of the current notice in effect.

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If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. To file a complaint with us, contact Privacy Officer. All complaints must be submitted in writing.

Other uses of Health information

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission in writing at anytime. If you revoke your permission we will no longer use or disclose health information about you for reason covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission and that we are required to retain for our records of the care that we provided to you.

Acknowledgement of Receipt of Notice of Privacy Practices

I, _____, have received the Notice of Privacy Practices from NorthShore Health Centers.

X _____ Date: ____/____/____

In lieu of patient signature, I, _____, a staff member of NorthShore Health Centers, state that _____ has been given our current Notice of Privacy Practices.

X _____ Date: ____/____/____



A Federally Qualified Health Center

3564 Scottsdale St., 6450 US Hwy. 6, Portage, IN 46368 * 3099 Central Ave.,
2490 Central Ave., Lake Station, IN 46405 PH: 219.763.8112

PAYMENT POLICY

Your health is important to us and we want to continue to be here when you need us!

NorthShore Is Not A “Free Clinic”, but is a Not-For-Profit Community Health Center which provides quality healthcare to all, regardless of ability to pay. Everyone must pay their sliding fee, which is determined by their income. (All are charged the base amount).

- ◆ Your situation has been reviewed, and a reasonable fee has been determined. It is expected that you will pay that reasonable amount at time of service.
- ◆ If you have insurance: Medicare, Medicaid, or Private Insurance, notify intake personnel at the time of your interview.
- ◆ If your insurance situation should change in the future, notify us at the time you make an appointment.
- ◆ If you do not show for your appointment and you do not call within 24 hours to cancel or reschedule, there will be a \$25.00 charge.
- ◆ If you have two no-shows, you will no longer be able to schedule an appointment. You may walk in and wait until an opening becomes available.
- ◆ If you are sliding fee/self pay patient: You will be responsible for any additional charges that may be incurred, in addition to your office visit (labs, x-rays, EKG, etc).
- ◆ Payment due is expected when service is rendered. Any exceptions must be approved by billing coordinator.
- ◆ If payment is not received within 60 days, your account will be turned over to our collection agency. Patient agrees to pay all costs incurred with collection of any past due account, including a monthly service fee of \$5 and a minimum of \$125.00 in legal fees including court cost, and attorney fees.
- ◆ With each patient taking responsibility for their portion, we will be able to continue to provide you with quality health care.
- ◆ By working together, we will ensure that NorthShore Health Centers are available to all who need our services.

I have read the payment policy and understand that the fee assigned to me is payable at the time of service.

Printed Name

Signature

Date



Patient Responsibilities

It is our goal at NorthShore Health Centers to provide you with quality primary health care. We are entering into a partnership with you for your health and well-being. In order to provide you with the best care possible, your cooperation is expected and appreciated.

Appointments- Our hours are by appointment. If you are not able to keep your appointment, call and cancel. That time is reserved just for you. If you don't show up, valuable time is wasted!

Medical History- The more complete you are giving us your health history, the better able we are to serve you. This includes all medications that you take, including over the counter drugs.

Language- If you have any difficulty speaking or understanding English, if possible, bring an interpreter with you.

Questions- If there is any aspect of your care that you don't understand or aren't sure of, you need to ask us!

Courtesy- You should expect to be treated with respect and courtesy. We will respect your time and your intentions; we expect the same from you.

Education- You are the best advocate when it comes to your health. We strongly urge you to take advantage of health education classes as they are offered.

Personal Information- Keep us informed of any change in address or phone number.

Updates- Every six months, you will need to provide us with a written record of your current income. (Pay stubs, tax statements, letter for employer)

Surveys- As a part of our quality improvement, we will periodically ask you to fill out a survey.

Off Site Healthcare- If you seek medical care outside of NorthShore Health Centers; you are responsible for any fees charges.

Medical Advice- You need to follow advice given by your Healthcare Provider. This includes taking medication only as prescribed and returning for follow up appointments. If you are having trouble getting your medication because the cost is too high, you need to tell your Healthcare Provider.

***REMEMBER, you are now part of NorthShore Health Centers. The success of this clinic depends our working together as a team. Help us to make this effort a success.**

This list of patient responsibilities has been explained to me and I have received a copy. I understand that as a partner in my health care at NorthShore Health Centers, I am expected to follow the guidelines above.

Patient Signature

Date

Witness



Disclosure of Protected Health Information

THIS FORM IS TO PROTECT YOUR CONSENT TO USE
OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION

1. INDIVIDUAL PATIENT OR PERSONAL REPRESENTATIVE CONFIRMING THE CONSENT

I give my consent to use or disclose my protected health information as described below. I give this consent voluntarily.

Individual Patient's: _____

Your Address: _____

Your Telephone Number: _____

Your Date of Birth: _____ Last 4-digits of Social Security Number: _____

Name the people and/or organization that you are consenting to receive and use your protected health information.

2. ENDING THIS CONSENT

This consent will end on the following date: _____

3. CHANGING YOUR MIND ABOUT THE CONSENT

I understand that I may revoke this consent at any time by giving written notice to the medical records manager at NorthShore Health Center's. However, I understand that I may not revoke this consent for any actions taken before receipt of my written notice to revoke this consent. In addition, I understand that if I am giving consent as a condition of obtaining insurance coverage, and I revoke this consent, the insurance company has right to contest my claims under the insurance policy.

4. INDIVIDUAL PATIENT SIGNATURE

I have had the chance to read the content of this form and I agree with all statements made in this consent. I understand that, by signing this form, I am confirming my consent for use and/or disclosure of the protected health information described in this form with the people and/or organizations named in this form.

Signature: _____ Date: _____

If this consent form is signed by a personal representative for the individual patient:

Personal Representative's Name: _____

Print Name

Signature

Relationship to Individual Patient: _____



3564 Scottsdale St., 6450 U.S. Highway 6, Portage, Indiana 46368 2490 Central Ave.,
3009 Central Ave. Lake Station, Indiana 46405
Ph 219.763.8112

www.northshorehealth.org

Dear Patients,

To better serve you, our Social Services Coordinator has information for the following services, please check any you are interested in and return to the Receptionist so she can schedule an appointment for you:

- Consumer Credit Counseling of NW Indiana
- Division of Family & Children (Food Stamps/Medicaid).
- Family & Youth Services Bureau
- Indiana Legal Service, Inc.
- KV Works (Help with Employment)
- Family Planning NSHC
- Dental NorthShore Health Center
- Portage Adult Ed
- Porter County Family Counseling Center (No Children)
- Behavioral Health NorthShore Health Centers
- Pharmacy NorthShore Health Centers
- Salvation Army
- Social Security
- Spring Valley (Homeless Shelter)
- The Caring Place (Abused Women)
- Township Trustee (Help with rent, utilities.....)
- Vocational Rehabilitation Services
- WIC

NAME: _____ PHONE #: _____ Date: _____