## FRESNO AMERICAN INDIAN HEALTH PROJECT DOCUMENT CHECKLIST FOR HEALTH RECORDS

Client Name:	
Chart Number:	

#### **ADULT REGISTRATION**

Check each item that is in the client's records.

Blank spaces indicate that the document is not present or needs to be updated.

**Bold items are required in order to complete client registration.** 

DATE	:
	Informed Consent and Disclosure
	Client Intake Registration Form
	Client's Bill of Rights
	Health Assessment Form
	Notice of Privacy Practices Notification
	Medical Record Access Form
	ACE Questionnaire
	Drivers' License or California Identification Card
	Social Security Card
	Tribal Enrollment Letter or Card
	Income Verification (Last 6 months—i.e. pay stubs, notice of action, food stamp cards)
	Medi-Cal/ Medi-Care Card/ Private Insurance Card
	Birth Certificate (children)
	Immunization Record (children 0-17)
	List of Prescription Medications (If client is taking any)
	List of over the counter Medications (Tylenol, Vitamins, Tums, Herbs, Teas)

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#### FRESNO AMERICAN INDIAN HEALTH PROJECT

1551 E. Shaw Ave., Suite 139 Fresno, CA 93710 • Phone (559) 320-0490 Fax (559-320-0494

#### INFORMED CONSENT AND DISCLOSURE OF SERVICES

I understand that the services provided by Fresno American Indian Health Project include direct services as well as referral and linkage services. FAIHP staff will work with the clients to secure services and funding available from various resources outside of FAIHP. FAIHP does not guarantee payment for services that are referred to an appropriate health or substance abuse treatment provider.

Initials	I understand that this consent acknowledges my participation in the services provided by FAIHP & requires the discussion of my health conditions and health needs with a FAIHP staff member.		
Initials		the necessary or advisable health screening, assessments and evaluations dervices and linkage/referral services for:	
	[ ] Myself	(Print Name)	
	[ ] My Child	(Print Child's Name)	
Initials		my child's personal health information may be shared among FAIHP ce Providers in order to link me/my child to the appropriate services and services.	
Initials I understand that I will not be charged for Direct Services provided by FAIHP		ed for Direct Services provided by FAIHP.	
Initials		onsible for fees to outside service providers unless I obtain a written rom my Case Manager prior to service.	
	Patien	Release of Information	
copies of my information w services. I fur treatment for	medical information for any services ill be used to update my records at FA rther understand and agree that reques	authorize Fresno American Indian Health Project to request and receives that I receive from outside service providers. I understand that this IHP and to provide appropriate Case Management follow-up and referral ts for specific information regarding HIV/AIDS status and/or treatment information related to the treatment of mental health, developmental or	
Signed:		Date:	
Witness/Case	Manager:	Date:	

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HRN:
Received By:
Date Entered:

### **Client Registration Form**

PLEASE PRINT CLEARLY	Dat	te:/	
Client's Legal Name:			
AKA (also known as):PCP (	Primary Care Provider):		
Date of Birth:/	SSN:		
Gender: □ Male □ Female □ Other Marital Statu	us: □ Single □ Married □ Sepa	rated   Divorced   Widow	
Are you currently homeless: ☐ Yes ☐ No Are yo	u currently residing in a tempor	ary living facility: ☐ Yes ☐ No	
Home Address:			
Mailing Address (If different than home):			
City/State/Zip Code:			
Preferred Phone#: Sec	ondary Phone#:		
Are you currently working: $\ \square$ Part time $\ \square$ Full time $\ \square$ Unem	ployed Occupation:		
Internet Access: ☐ Yes ☐ No ☐ If YES, Where? ☐ Home ☐ Preferred Method of Communication: ☐ Phone ☐ E-Mail			
Race: (Select all that apply)			
☐ American Indian/Alaskan Native ☐ Nat	ive Hawaiian/ Pacific Islander	☐ Asian	
☐ White ☐ Blace	ck/African American	☐ Hispanic	
If American Indian/ Alaskan Native:	Is Client a	a US Veteran?	
Tribe: Enrollment #:		No	
If you are not American Indian/ Alaskan Native, are you a Indian Household? ☐ Yes ☐ No	member of an Separation	on Date:	
In Case of Emergency			
Primary Contact Name:	Relationship: _		
Preferred Phone#:	Secondary Phone#:		
Home Address:	City/State/Zip Code:		
Person outside of residence			
Secondary Contact Name:			
	Secondary Phone#:		
Home Address:	City/State/Zip Code:		
Number of People in Household (Immediate family ${f only}$ ): _			
Primary Language: Other Language:	Interpreter Required: ☐ Yes [	⊐ No	
Client signature (or Parent/Legal Guardian if applicable)	 Date	Review by: FAIHP Staff	

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### **Client's Bill of Rights**

The client has the right to receive services and to exercise the following rights without regard to gender, culture, ethnic group identification, economic status, education level, disability, age, creed, religion or sexual orientation. This statement shall not preclude FAIHP from emphasizing services for the American Indian/Alaska Native community:

- The client has the right to receive considerate and respectful care and to be accorded dignity in contact with staff, volunteers, board members, and other persons.
- The client has the right to be free from verbal, emotional, physical abuse and/or inappropriate sexual behavior.
- ❖ The client has the right to expect that all communications and records pertaining to his/her care be treated as <u>confidential</u> except in cases of threat to self or others, child abuse, elder or dependent adult abuse or court order. The client's written permission shall be obtained before their records can be made available to anyone not directly concerned with their care. FAIHP shall assure confidentiality in accordance with Title 42, Code of Federal Regulation, Part 2.
- ❖ The client has the right to know the name of the provider who has primary responsibility for coordinating their care and the names and professional relationships of other providers who will see them.
- ❖ The client has the right to obtain complete and current information concerning their diagnosis, treatment, and prognosis in terms that the client can be reasonably expected to understand.
- The client has the right to participate in decisions regarding their care unless the health or safety of self or others is being compromised or the client is in an altered state.
- The client has the right to refuse treatment to the extent permitted by law, and to be informed of the health care consequences of the action.
- The client has the right to be accorded access to his or her file within a reasonable timeframe.
- The client has the right to leave the premises even against the advice of their providers.
- The client has the right to expect that Fresno American Indian Health Project will make reasonable response to all requests for services and provide clear explanations for any services that cannot be provided.
- The client has the right to expect reasonable continuity of care and to know in advance the time and location of appointments.
- The client has the right to know what the program rules and regulations are that apply to his/her participation in the program.
- ❖ The client has the right to be advised if the provider proposes to engage in research or perform experimentation that in any way affects their care. The Client has the Right to refuse participation in Experimental Research.

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- The client has the right to be accorded safe and comfortable accommodations to meet his or her needs.
- The client's rights will be extended to and apply to any person who is identified to have legal responsibility to make decisions regarding the care of the client.
- The client has the right to appeal a discharge or file a complaint with the Program Director according to the grievance procedure. This information is available at the front desk.
- ❖ The client has the right to information about knowledge, skills, and credential of provider.

#### **CLIENTS HAVE THE RESPONSIBILTY TO:**

- Provide accurate and complete information concerning your health history, financial status and/or any other information that is required by FAIHP in order to provide services.
- Inform Fresno American Indian Health Project and/or referring facilities if you are not able to keep any appointments 24 hours prior to the scheduled appointment.
- \* Request further information concerning anything you do not understand.
- Speak with the Program Director if you are having difficulty with any staff member.
- Treat the staff and other clients in a respectful and courteous manner.
- Follow all rules and guidelines for program participation and use of the FAIHP facilities.

#### **FAIHP HAS THE RIGHT TO:**

- Refuse service to any client who is verbally or physically abusive or threatening to any staff member or other client (on the phone or in person).
- Refuse service to any client who we suspect is under the influence of alcohol, drugs or other substance.
- Suspend or terminate services of any client who does not comply with the guidelines or rules that are outlined for use of FAIHP programs or facilities.
- Photos/videos may be taken as part of an event for promotion material or social media. Please notify the front desk if you have concerns or would like to decline your participation.

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\*The Grievance Policy and Comment Forms are available at the front desk upon request.

# Client's Bill of Rights ACHNOWLEDGEMENT RECEIPT

I have reviewed the Client's Bill of Rights and understand what my rights and responsibilities are
as described above. Furthermore, I understand that I may file a grievance using FAIHP
procedures* if I feel these rights have been violated.

Client/Parent/Guardian Signature	Date

<sup>\*</sup>The Grievance Policy and Comment Forms are available at the front desk upon request.

## Fresno American Indian Health Project Adult Initial Health Assessment

Name:	
What services were you needing today?	
Primary Care Provider:	Last visit date:
Birth Date:	Birth Place:
Weight	Height:
Sex:	Sexual Identity:
Sexual Orientation:	
Allergies:  Health History: (Check all that apply)	
Have you ever had or ever been diagnosed with	· · ·
( ) Respiratory Illness, Asthma, Emphysema or Chror	· · ·
( ) Head Injury resulting in loss of consciousness	( ) Heart Attack Date:
() Kidney stones, kidney infections of bladder infection	ns ( ) Chest Pain or Angina
( ) Positive PPD Test For TB Date:	( ) Shortness of Breath
( ) Hospitalized due to surgery, illness or injury	( ) Stroke Date:
( ) Diabetes: Type 1, Type 2, or during pregnancy Da	ate diagnosed: ( ) Rectal Bleeding
( ) Been told you have a thyroid or other glandular dis	ease ( ) Abnormal Vaginal Bleeding
( ) Have you been diagnosed with any mental health i	Ilness ( ) Arthritis or Joint Problems
( ) Blood clots in your legs or elsewhere that required	medical attention ( ) History of Cancer
( ) History of any other illness that require regular med	
( ) Have you ever been tested for hepatitis C Da	
( ) Have you ever had an HIV test Date:	( ) High Blood Pressure
( ) Involuntary weight loss of 10 or more pounds within	· · · ·
( ) Pneumonia vaccination Date:	( ) Blood, Sugar or Protein in Urine
( ) Flu Shot Date:	( ) 2.000, 00gu. 0. 1 1000 0.1110
( ) Other:	
If you checked any of the above diagnoses please provide a	additional information:
Family History	
Check all items that apply to blood relatives (parents,	
( ) Heart Disease ( ) Stroke	( ) Mental Illness
( ) High Blood Pressure ( ) Bleeding Disorders	
( ) Cancer ( ) Liver and kidney P	
( ) Alcoholism ( ) Seizures Disorder	· · · · · · · · · · · · · · · · · · ·
( ) Mental Retardation ( ) Diabetes Who:	( ) Other:
If you checked any of the above diagnoses please provide	e additional information:
Women:	
Are you Currently Pregnant? Yes / No	Due Date:
If yes, have you received pre-natal care?	
Number of Pregnancies:	
Number of Live Birth(s):	
History of Abortion or Miscarriage? Yes /	No Dates:
Do you practice Breast Self Exam? Yes	
Last Clinical Breast Exam:	Date:
Last Mammogram: Normal/ Abnormal	
Last Pap / Pelvic Exam: Normal/Abnorma	Date: I Date:
·	Date
Men:	Data
Last Prostate Exam: Normal/Abnormal	Date:

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## Fresno American Indian Health Project Adult Initial Health Assessment

Eyes, Ears, Dental		
Do you wear or need to we	ar glasses or contact lenses? Ye	es/No
When was your last eye ex		
Do you wear or need to we	<del>-</del>	
Do you currently have any	dental or tooth pain? Yes/No	
If yes please explain:	<del></del>	
When was the last time you		
Do you wear dentures?		to.
when was the last time you	u were fitted for your dentures? Dat	
Health and Behavior P	atterns	
Please circle any of	the following symptoms or diffic	ulties that apply to you:
Headaches	Dizziness	Tremors
Stomach Troubles	Fatigue	Irritability
Palpitations	Anger	Financial Problems
Feel Tense	Feel Panicky	Difficulty Concentrating
Over Ambitious	Can't Make Decisions	Bad Home Conditions
Sexual Problems	Memory Problems	Bowel Disturbances
Have you ever hurt yo	ourself or attempted suicide? Yes /	No Date:
Have you ever hurt so		Date:
Alcohol use Yes / N	No Socially only	Yes / No Drinks per Week:
Have you ever felt the	e need to Cut down on your drinking	·
·	d you by criticizing your drinking?	
	d or Guilty about your drinking?	
•		norning to steady your nerves or get rid of a hangover?
Tobacco Use: (Please		g
· ·	·	Ded and b
Smoking:	None / Previous / Curre	' '
Smokeles Vape:	s: None / Previous / Curre None / Previous / Curre	' '
Drug Use: (Please Ci		
Type of Drug:	rde, No / Trevious / Current	Amount per week.
Route of Administration	on:	
	needles to inject medications or drug	gs? Yes / No
-	ondom during sex (Prevent STI & HI	
•	n every time you have sex?	Yes / No
Are you using Family		pecify Method:
	how often have you been bothered	·
Little interest of pleasure	-	3, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4,
·	eral Days ( ) More than half	the days ( ) Nearly everyday
2. Feeling down, depressed		( )
•	eral Days ( ) More than half	the days ( ) Nearly everyday
· /		( )
Exercise and Activity F	atterns	
Type of Activity:		
Number of days per v		nount of time per week:
	pend sitting per day? (Please Circle)	
(Please Circle)	Sleep patterns: Poor Fa	, ,
	Energy level: Low Fa	ir Good

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#### Fresno American Indian Health Project Adult Initial Health Assessment

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Spi	iritual Practice			
	What is your religious preference:_			
	Have you ever participated in Native A		Yes / No	
	Do you think that cultural or spiritual activities will benefit your health & wellness?			Yes / No
	Do you attend church, Native American		•	Yes / No
	Are you interested in participating in cu	ıltural ceremonies such as	s sweat lodge,	
	purification ceremony or Pow Wow?			Yes / No
rai	mily Safety	district the section of		
	Has a family member/intimate partner	threatened your safety, in	isuitea, put-down or de	graded you?
	Yes/No How Recent: Has a family member/intimate partner	aver hit alanned augebor	d kiakad abayad arab	had ar pulled your bair?
		ever nit, siapped, punched	a, kicked, shoved, grab	bed, or pulled your riali?
	Yes/No How Recent: Has a family member/intimate partner	ever forced you to engage	a in any type of sevual (	activity against your will?
	Yes/No How Recent:	ever forced you to engage	in any type or sexual a	activity against your win:
	Do you currently feel afraid for your saf	fety? Yes / No		
Но	me Safety Information	1007110		
	Do you have smoke detectors in your h	nome or anartment?	Yes / No	
	Do you have a car child safety seat?	iome or apartment:		Not Applicable
	Is medication and cleaning supplies loc	cked in cahinets?	Yes / No	Not Applicable
	Are emergency phone numbers posted		Yes / No	
	Is there a gun in your house?	<b>A</b> :	Yes / No	
	If so, is the gun in a locked cabinet?			Not Applicable
CII	ent Authorization:		103/140/	Τιστ προιοαδίο
con	knowledge that the information provided sent that my health assessment and trea sno American Indian Health Project in or	atment plan may be discus	ssed confidentially amo	ng health professionals within
	Client Name	Signature		 Date
	(Parent/Guardian if under 18)	Oignature		Date
	(1 dieniv Guardian ii dinder 10)			
Rev	viewed by Intake Specialist:			
	Name	Signature		Date
Rev	viewed by Health Care Provider:			
	Name	Signature		Date

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## FRESNO AMERICAN INDIAN HEALTH PROJECT. Notice of Privacy Practices

This notice <u>summarizes</u> how medical information about you may be used and disclosed and how you can get access to this information.

Your provider will discuss this information with you and you will be given a copy of the complete Privacy Notice. Please ask your provider any questions you have or if you do not understand your privacy rights.

PLEASE REVIEW IT CAREFULLY.

Fresno American Indian Health Project 1551 E. Shaw Ave., Suite 139 Fresno, CA 93710

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#### SUMMARY OF YOUR PRIVACY RIGHTS

#### I. Understanding Your Health Record Information

Each time you visit a Fresno American Indian Health Project facility for services, a record of your visit is made. If you are referred by FAIHP through a program, FAIHP also keeps a record. Typically, this record contains your symptoms, examination, test results, diagnoses, treatment, and a plan for future care. This information, often referred to as your health record, serves as a:

- Plan for your care and treatment.
- Communication source between health care professionals.
- Means used by Medicare, Medicaid, private insurance or FAIHP to verify the services billed.
- Tool for education of health care professionals.
- Source of data for research, facility and program planning.
- Legal document that describes the care you receive.

#### Understanding your health 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.

#### **II. Your Health Information Rights**

Although your health record is the physical property of the Fresno American Indian Health Project the information belongs to you.

#### You have the right to:

- Inspect and receive a copy of your health record.
- **Request a restriction** on certain uses and disclosures of your health information. If FAIHP agrees to your request, we will comply with your request unless the information needed to provide you with emergency services.
- Request a correction/amendment to your health record.
- Request confidential communications about your health information. You may ask that we communicate with you at a location other than your home.
- Receive a listing of certain disclosures FAIHP has made of your health information upon request.
- Revoke your written authorization to use or disclose health information. This does not apply to health information already disclosed or used or in circumstances where we have taken action on your prior authorization.

#### III. FAIHP Responsibilities

#### Fresno American Indian Health Project is required by law to:

- Maintain the privacy of your health information.
- Inform you about our Privacy Practices regarding health information we collect and maintain about you.
- Notify you if we are unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.
- Honor the terms of this notice or any subsequent revisions of this notice.

FAIHP reserves the right to change its Privacy Practices and to make the new provisions effective for all protected health information it maintains. If FAIHP makes any significant changes to this Notice, we will make the notice of change public. FAIHP also will post any revised Notice of Privacy Practices at public places in its health care facilities and on its web site at www.faihp.org or you may also request a copy of the notice be sent to you. FAIHP understands that health information about you is personal and is committed to protecting your health information. FAIHP will not use or disclose your health information without your permission, except as described in this notice and as permitted by the Privacy Act.

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#### IV. How FAIHP may use and disclose health information about you.

The following categories describe how we may use and disclose health information about you.

- In order to provide your treatment.
- For the payment of services you receive.
- For normal health care operations and conducting routine business.
- To Business Associates /MOU Providers so they may provide you services.
- Notification/Communication with Family if they are responsible for your treatment.
- Uses and Disclosures about the Deceased.
- To notify you of Treatment Alternatives and Other Health Benefits and Services.
- To contact you for Appointment Reminders.
- Public Health: FAIHP may use or disclose your health information to public health or other appropriate government authorities as follows:
  - (1) FAIHP may use or disclose your health information to government authorities that are authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, or conducting public health surveillance, investigations, and interventions.
  - (2) FAIHP may disclose your health information to government authorities that are authorized by law to receive reports of child abuse or neglect.
  - (3) FAIHP may disclose your health information to government authorities that are authorized by law to receive reports of other abuse, neglect, or domestic or if FAIHP may disclose your health information if you may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition.
- Law Enforcement as authorized by law or in response to a court order.
- Health Oversight Authorities: These oversight activities include: investigations, audits, inspections and other actions. These are necessary for the government to monitor the health care system, government benefit programs, and entities subject to government regulatory programs and/or civil rights laws for which health information is necessary to determine compliance.
- **Compelling Circumstances** affecting the health or safety of an individual.
- Non-Violation of this Notice: FAIHP is not in violation of this Notice or the HIPAA Privacy Rule if any of its employees or its contractors (business associates) discloses protected health information under the following circumstances:
  - (1) **Disclosures by Whistleblowers:** If a FAIHP employee or contractor (business associate) in good faith believes that FAIHP has engaged in conduct that is unlawful or otherwise violates clinical and professional standards or that the care or services provided by FAIHP has the potential of endangering one or more patients or members of the workplace or the public and discloses such information.
  - (2) Disclosures by Workforce Member Crime Victims: Under certain circumstances, a FAIHP workforce member (either an employee or contractor) who is a victim of a crime on or off the facility premises may disclose information about the suspect to law enforcement official provided that:
    - a. The information disclosed is about the suspect who committed the criminal act.
    - b. The information disclosed is limited to identifying and locating the suspect.

Any other uses and disclosures will be made only with your written authorization, which you may later revoke in writing at any time.

#### **To Exercise Your Rights**

To exercise your rights under this Notice, to ask for more information, or to report a problem regarding your Privacy Rights, contact the Services Program Director or Chief Executive Officer at Fresno American Indian Health Project.

#### If you believe your Privacy Rights have been violated,

You may file a written complaint with:

The California Area Office of Indian Health Service 650 Capitol Mall Sacramento, CA 95814

or

The Secretary of Health and Human Services U.S. Department of Health and Human Services Washington, D.C. 20201.

## NOTICE OF PRIVACY PRACTICES ACHNOWLEDGEMENT RECEIPT

hereby acknowledge that I have received a copy of the Fresno American Indian Health Project FAIHP) Notice of Privacy Practices.				
Print Name of Client	Client Signature	Date		
Or				
Print Name of Client Representative	Representative's Signature	Date		
If Client is Unable to Acknowledge Receipt of Privacy Notice				
I hereby certify that the client was una because:	able to acknowledge receipt of the	FAIHP Notice of Privacy Practices		
_				
Print Name of FAIHP Staff	Staff Signature	Date		

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## Service Access Permission Form PROTECTED HEALTH INFORMATION

Please indicate below any persons and/or organizations that are permitted to coordinate care on your behalf.

NAME.	
NAME:RELATIONSHIP:	
PHONE NUMBER:	Date of Rirth:
EXCEPTIONS:	
NAME:	
RELATIONSHIP:	
PHONE NUMBER:EXCEPTIONS:	_Date of Birth:
RELATIONSHIP:	□ Medicine Shoppe □ North Fork TANF □ Sierra Tribal Consortium
Patient Name (PRINT)	Patient Date of Birth
Signature: Patient/Personal Representative	Date
Name of Patient Guardian/Conservator	Relation to Patient or Authority to Act

### Adverse Childhood Experience (ACE) Questionnaire Finding your ACE Score ra hbr 10 24 06

#### While you were growing up, during your first 18 years of life:

1. Did a parent or other adult in the household <b>often</b> Swear at you, insult you, put you down, or humiliate you? <b>or</b>	
Act in a way that made you afraid that you might be physically h	urt? If yes enter 1
2. Did a parent or other adult in the household <b>often</b> Push, grab, slap, or throw something at you?	
Ever hit you so hard that you had marks or were injured?  Yes No	If yes enter 1
3. Did an adult or person at least 5 years older than you <b>ever</b> Touch or fondle you or have you touch their body in a sexual way	y?
Try to or actually have oral, anal, or vaginal sex with you?  Yes No	If yes enter 1
4. Did you <b>often</b> feel that  No one in your family loved you or thought you were important of	or special?
Your family didn't look out for each other, feel close to each other.  Yes No	er, or support each other?  If yes enter 1
5. Did you <b>often</b> feel that  You didn't have enough to eat, had to wear dirty clothes, and had <b>or</b>	I no one to protect you?
Your parents were too drunk or high to take care of you or take y	ou to the doctor if you needed it?  If yes enter 1
6. Were your parents <b>ever</b> separated or divorced?  Yes No	If yes enter 1
7. Was your mother or stepmother:  Often pushed, grabbed, slapped, or had something thrown at her	?
Sometimes or often kicked, bitten, hit with a fist, or hit with son or	nething hard?
Ever repeatedly hit over at least a few minutes or threatened with Yes No	n a gun or knife?  If yes enter 1
8. Did you live with anyone who was a problem drinker or alcoholic or w Yes No	rho used street drugs?  If yes enter 1
9. Was a household member depressed or mentally ill or did a household Yes No	member attempt suicide?  If yes enter 1
10. Did a household member go to prison?  Yes No	If yes enter 1