



Welcome to COMTREA and thank you for choosing us for your services.

The following pages will provide you with information about our services and help us obtain required information. Please ask if you need assistance in filling out the information and please return your completed forms. Again, thank you for choosing COMTREA. We promise to provide you excellent care at the most reasonable cost possible.

Susan M. Curfman, CEO

ORIENTATION TO SERVICES

We want to ensure that you know about all of the services we provide and the policies under which we operate. While some of that information is listed in this packet, additional information is located in the Client Orientation binder located in the lobby including the following:

- Orientation to the service location
- COMTREA rules and guidelines
- Service Provider
- Information on all agency services
- Grievance Policy
- Appointment Policy

PATIENTS RIGHTS AND RESPONSIBILITIES

It is our goal to help you enjoy the best possible health. Below are our responsibilities to you and your responsibilities as a patient:

- You have the right to refuse treatment.
- You have the right to be informed of all available routine and emergency services.
- You have the right to an explanation about charges for services including third-party payment.
- You are entitled to receive information about your health and about the plan for your treatment.
- You may refuse to participate in any experimental research.
- You have the right to submit complaints and recommend policy changes to COMTREA staff and our governing body.
- Your records are confidential. You have the right to refuse the release of your information except as required by third-party payment contracts or court order.
- At all times you are to be treated with respect, consideration and dignity, including privacy in treatment.
- Persons served have a right to freedom from abuse, financial or other exploitation, retaliation, humiliation and neglect.
- Persons served have a right to access or referral to legal entities for appropriate representation, self-help support services and advocacy support services.
- You are expected to abide by all rules and regulations with regard to patient conduct. COMTREA reserves the right to discharge any patient from care at our discretion. Rude or abusive behavior towards staff or other patients may result in immediate discharge.
- You are responsible for following treatment recommendations and discussing any concerns with your provider.
- You are responsible for following all patient financial responsibilities.
- You are responsible for helping keep COMTREA facilities and grounds drug free, weapons free, and tobacco free.

INFORMED CONSENT

Confidentiality and respect are critical in the services we provide. Anything said in an appointment and any treatment documentation in your record is privileged communication and is explained in COMTREA's Notice of Privacy Practice. Privileged communication is your legal right. This means that information about the patient cannot be given to anyone without written permission. In the following situations, you do not have privileged communication and your provider may be required by law to provide confidential information without written permission

- A. If you tell your provider you plan to harm yourself or someone else, the provider has a duty to report this information to the proper authorities and to warn those you plan to harm.
- B. If you report the abuse or neglect of a child, an elderly person, or an adult with a disability, the provider is required by law to report this information to the proper authorities.

Your treatment sessions cannot be recorded without your written consent. Your case may be discussed with other professional staff or treatment team members when appropriate. Efforts will be made to protect your identity in these consultations.

Your participation in treatment is voluntary and can be stopped at any time. If you are required by the courts or your legal guardian to participate in services, you may refuse, but your provider will be required to report this information to the appropriate person/authorities.

HIPAA NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT _____ **(Initial to Acknowledge)** COMTREA's Notice of Privacy Practices (NPP) has been provided to me in addition to the agency HIPAA NPP trifold. It is also available online at: <https://www.comtrea.org/familytrea/privacy-practices>

CONFIDENTIALITY OF SUBSTANCE USE TREATMENT INFORMATION

COMTREA is an integrated, comprehensive treatment center, offering Behavioral Health, Primary Care, and Dental services. To help us provide you with comprehensive care, information regarding any substance use disorder treatment may be shared with our Primary Care and/or Dental treatment providers. Information will include all substance use disorder treatment information, which may include diagnosis, medications, treatment planning information, counseling notes, and discharge planning, to assist with coordination of care. This includes all past, present, and future treatment information. You have the right to request and be provided a list of entities to which your information has been disclosed. This authorization will remain in effect from the date of your signature on this form until the time of your death or if authorization has been revoked. Any disclosures outside of COMTREA will require you to sign a separate authorization and will not be done so without authorization.

FINANCIAL POLICY AND AGREEMENT

Patient financial responsibilities include the following:

- The patient or patient's guardian/conservator is responsible for the payment of treatment and care.
- We will bill your insurance. You are required to provide updated insurance information.
- You are responsible for full payment of copays, coinsurance, deductibles, and for all other procedures/treatments not covered by your insurance plan.
- Copays are due at time of service.
- Coinsurance, deductibles, and non-covered items are due 30 days from receipt of billing invoice.
- Patients may incur and are responsible for payment of any additional charges. Charges may include a \$25 fee for all returned checks.

MEDICATION REFILL POLICY

After seeing a COMTREA doctor or nurse practitioner for an evaluation and attending a follow-up appointment, you can contact your pharmacy to request a refill. Please allow 3 business days for your request to be addressed. Refills will not be provided for patients who have not been seen on a routine basis or do not have a follow-up appointment scheduled.

CONSENT FOR TELEHEALTH SERVICES _____ **(Initial to Acknowledge)**

Services at COMTREA may be provided through telehealth. Participation in telehealth services is voluntary, but refusal to utilize telehealth may limit available services. COMTREA's telehealth policy has been provided to me. It is also available online at: <https://www.comtrea.org/familytrea/privacy-practices>

LATE ARRIVAL AND CANCELLATION POLICY _____ **(Initial to Acknowledge)**

COMTREA's Appointment Policy has been provided to me. It is also available online at: <https://www.comtrea.org/familytrea/privacy-practices>

AGREEMENT FOR SERVICES

I hereby request COMTREA services. By my signature on this form, I agree that I have read and do understand the policies listed here, and have been provided a copy of the Notice of Privacy Practices and Brochure. I authorize assignment of financial benefits directly to COMTREA and its associated healthcare entities for services rendered as allowable under standard third party contracts. I understand that I am financially responsible for charges not covered by this assignment.

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

Staff Member/Verification: _____ **Date:** _____



COMTREA Health Center
PATIENT INFORMATION SHEET

Date _____

As a Federally Qualified Health Center, we are required by the Bureau of Primary Health Care to collect data on all our patients annually. COMTREA does not discriminate based on age, sex, race, creed, marital status, religion, national origin, disability, sexual preference, public assistance status or criminal record.

Please check all the services you have received as a patient of COMTREA:

Medical Services

Dental Services

Behavioral Health Services

PATIENT NAME: _____

Last

First

Middle

Suffix

Date of Birth: _____ Social Security No: _____ Sex at birth: Male Female

Marital Status: Single Married Widowed Divorced Separated

Mailing Address: _____ Apt _____

City _____ State _____ Zip _____

Physical Address: (if different) _____ Apt _____

City _____ State _____ Zip _____

County of Residence: _____

Primary Phone: _____ Cell/Alternate Phone: _____

E-mail Address: _____ Do you use the Patient Portal: Yes No

Preferred method of communication: Phone/Cell Email Text

(check all that apply)

Patient Portal Letter

Legal Guardian: _____

Name of Secondary/Emergency Contact: _____ Phone: _____

(family, friend or neighbor, not living with you, who can get a message to you)

Relationship to Secondary/Emergency Contact _____

Preferred Pharmacy: _____ Location: _____

Preferred Lab: _____

Primary Care Physician: _____ Phone #: _____

Employed? Full-time Part-time No **Employer:** _____

Agricultural Worker: No Migrant **Do you have a family member attending Pre K- 12?**

Student? Full-time Part-time No Dunklin Fox Northwest Other N/A
(If Other, list below)

Highest Level of Education: _____ **School District:** _____

Veteran? Yes No **School Name:** _____

Sexual Orientation: Lesbian or gay Straight (not lesbian or gay) Bisexual
Something else Don't know Decline

Gender Identity: Male Female Transgender Male/Female-to-Male
Transgender Female/Male-to-Female Gender queer Other Decline

Preferred Language: English Spanish Other _____

Language assistance. If you need such assistance, please check what kind of assistance you require. Sign Language Visual Aides Interpreter _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino Decline

Race: Please check ALL that apply: White Black or African American Asian
American Indian or Alaska Native Native Hawaiian Other Pacific Islander Decline

Housing Status: Not Homeless Homeless (without permanent housing)

HOUSEHOLD INFORMATION: The following questions are about everyone living in your household.

Number of Adults living at home: _____ **Number of Children living at home:** _____

Total annual household income: _____

(estimate gross income from wages, child support, alimony, disability, SSI, unemployment)

Name of primary medical insurance? _____ Insurance ID: _____

Do you have: Medicare Medicaid (please check one or both)

Name of dental insurance? _____ Insurance ID: _____

PLEASE PRESENT YOUR PHOTO IDENTIFICATION

ACCOUNT TO BE PAID BY (Subscriber Information) - *If someone other than the patient*

Name _____ Social Security No. _____
Date of Birth _____ Sex: Male Female
Relationship to Patient _____
Home Address (if different than the patient's) _____
City _____ State _____ Zip _____
Home Phone _____ Cell/Alternate Phone _____

DENTAL PATIENTS ONLY - Please completed medical history below:

Medical History:

Asthma	Yes	No	Recent Toothache	Yes	No
Heart Murmur	Yes	No	Artificial Heart Valve	Yes	No
Diabetes	Yes	No	Congenital Heart Defect	Yes	No
Seizures/Epilepsy	Yes	No	Rheumatic Heart Disease	Yes	No
Artificial Joint	Yes	No	Bleeding Problems	Yes	No
Latex Allergy	Yes	No	Other	Yes	No

Any Surgeries / Other / Explain: _____

Any Allergies? Yes No If Yes, please list: _____

List Current Medications: _____

Thank you for selecting COMTREA Health Center. If you have any questions, please ask us. We will be happy to help you.



Delegation of Another Person to Consent for Treatment for a Minor

Fill out this form if the patient is a minor and you (the guardian) would like other adults to be able to bring the child to his/her appointments.

Patient / Client Name

Date of birth

Last, First, MI

I, _____
Full name of parent or guardian

legal guardian of the above named child, give the following adults permission to schedule appointments and make decisions regarding the necessary and/or routine treatment of my child, including but not limited to Primary Care services, e.g. examinations, injection, immunization and/or diagnostic procedures including X-ray or laboratory analysis; Dental Services; Mental Health or Substance Abuse Services. I understand that only myself and those listed below will have the authority to authorize treatment. I understand payment is expected for all treatment provided.

I also authorize treatment (except for immunizations) of my teen (16 years and older) without requiring the presence of an adult. However, if my teen needs immunizations and comes alone, a parent/guardian must be available by phone for verbal consent.

Name (authorized person/caregiver)(s) Phone Relationship to patient

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I understand that any person bringing the patient in for treatment not listed above must have a letter of consent from me or treatment could be refused or delayed. I understand that in an emergency, efforts will be made to contact me prior to the rendering of treatment, but that medical treatment will not be withheld if I cannot be reached.

This authorization will remain in effect for one year from date of signature unless so designated in writing that such consent for treatment of minor is cancelled. I will notify COMTREA Comprehensive Health Center, of any changes in the above information.

I have read all the information on this sheet and certify that the information I have provided here is true and correct to the best of my knowledge.

Parent of Minor Child Signature: _____
Or Legal Guardian Signature _____ Date: _____

Staff Member/Verification: _____ Date: _____