

PATIENT INFORMATION

Legal Last Name	First Name	M.I.	Preferred Name	Date of Birth
Legal Sex (Please CHECK ONE)* <input type="checkbox"/> Male <input type="checkbox"/> Female <small>*Sex assigned at birth (Male and Female). Please be aware that the name and sex you have listed on your insurance must be used on documents pertaining to insurance, billing, and correspondence.</small>		Gender Identity <input type="checkbox"/> Male <input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male/Female-to-Male <input type="checkbox"/> Transgender Female/Male-to-Female <input type="checkbox"/> Genderqueer, neither exclusively male nor female <input type="checkbox"/> Choose not to disclose		Sexual Orientation <input type="checkbox"/> Lesbian, Gay or Homosexual <input type="checkbox"/> Straight (not lesbian or gay) <input type="checkbox"/> Bisexual <input type="checkbox"/> Something else: _____ <input type="checkbox"/> Don't know <input type="checkbox"/> Choose not to disclose
Physical Address		City	State	Zip Code
Mailing Address		City	State	Zip Code
Please complete and indicate your preferred contact method by CHECKING ONE of the boxes below: <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Day Phone <input type="checkbox"/> E-Mail Address				
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Do You Need An Interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary or Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Other: _____
Housing Status: <input type="checkbox"/> Not Homeless <input type="checkbox"/> Homeless: <input type="checkbox"/> Doubling Up <input type="checkbox"/> Street, Beach, Etc. <input type="checkbox"/> Unreported <input type="checkbox"/> Shelter <input type="checkbox"/> Transitional				
Ethnicity: <input type="checkbox"/> Chicano <input type="checkbox"/> Mexican American <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Cuban <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Not Reported <input type="checkbox"/> Mexican <input type="checkbox"/> Spanish (Or another Hispanic, Latino or Spanish Origin)		Farmer Status: <input type="checkbox"/> N/A <input type="checkbox"/> Migrant <input type="checkbox"/> Seasonal Active Military or Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Race (CHECK ONE below that best describes you): <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Fijian <input type="checkbox"/> Chuukese <input type="checkbox"/> Filipino <input type="checkbox"/> Portuguese <input type="checkbox"/> White <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Marshallese <input type="checkbox"/> I-Kiribati <input type="checkbox"/> Chinese <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Micronesian <input type="checkbox"/> Kosraean <input type="checkbox"/> Japanese <input type="checkbox"/> Other Asian <input type="checkbox"/> African American/Black <input type="checkbox"/> Tahitian <input type="checkbox"/> Palauan <input type="checkbox"/> Yapese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Asian Indian <input type="checkbox"/> Native American <input type="checkbox"/> Tongan <input type="checkbox"/> Pohnpeian <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> All Other (Please specify): _____				
Employer/School Name:		<input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired	<input type="checkbox"/> Full-Time <input type="checkbox"/> Casual <input type="checkbox"/> Part-Time <input type="checkbox"/> Retired	
Occupation:		Family Size (includes self, spouse, & children under 18): _____		Family Income: <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Annual

PARENT/LEGAL GUARDIAN or GUARANTOR INFORMATION

Relationship of Guarantor to Patient (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other: _____				
Legal Last Name	First Name	M.I.	Preferred Name	Date of Birth
Physical Address		City	State	Zip Code
Mailing Address		City	State	Zip Code
Please complete and indicate your preferred contact method by CHECKING ONE of the boxes below: <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Day Phone <input type="checkbox"/> Email Address				
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Do You Need An Interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary or Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Other: _____
Employer Name:		<input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired	<input type="checkbox"/> Full-Time <input type="checkbox"/> Casual <input type="checkbox"/> Part-Time <input type="checkbox"/> Retired	
Occupation:		Family Size (includes self, spouse, & children under 18): _____		Family Income: <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Annual

Patient Registration

EMERGENCY CONTACT INFORMATION		
Emergency Contact Name:		Relationship:
Home Phone	Work Phone	Cell Phone
PATIENT PORTAL		
Patient Portal is WHC's latest technology that allows you to schedule and view appointments, request medication refills, see lab results, communicate with your health care team, ask questions about your bill, and request your health record.		
Are you enrolled into Patient Portal? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, do you need assistance to enroll? <input type="checkbox"/> Yes <input type="checkbox"/> No		
ADVANCE DIRECTIVES		
Do you have an Advance Directive? (Form stating how much medical care you want to receive or designating someone to make medical decisions in the event you are not able to respond) <input type="checkbox"/> Yes <input type="checkbox"/> No		
MARKETING & PROMOTIONS		
How did you hear about us? (Check all that apply) <input type="checkbox"/> Family/Friends <input type="checkbox"/> Mailer <input type="checkbox"/> Web Search <input type="checkbox"/> Banner <input type="checkbox"/> Social Media <input type="checkbox"/> Print Ads <input type="checkbox"/> Other (Please specify): _____		
How do you want to stay updated on services and classes? (Check all that apply) <input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> Patient Portal <input type="checkbox"/> Text Message <input type="checkbox"/> Mailer <input type="checkbox"/> Other (Please specify): _____		

 Initials

I agree that all charges that are not directly paid by my insurance company will be my responsibility. I hereby authorize WHC to release information to my insurance carrier or organization to process claims on my behalf. I authorize payment of benefits to WHC for services rendered.

 Initials

I certify that the information I have furnished is true and correct to the best of my knowledge. I know it is a crime to fill out this form with facts I know are false or to leave out facts I know are important.

 Initials

I authorize WHC to communicate via text, email, and phone call. Message & Data rates may apply. If I am not available, I give WHC consent to communicate a message which will identify the WHC service(s) and/or the date and time of my appointment(s). I may opt out at any time and will need to notify the Front Office.

 Initials

MINOR: I consent and authorize Waimanalo Health Center to provide medical services including but not limited to immunizations and screenings for my son/daughter/ward.

 Initials

Patient was informed of Waimanalo Health Center's Rights & Responsibilities. Information is available on WHC's website and patient may request a hard copy at any time.

 Initials

Patient was informed of Waimanalo Health Center's Notice of Privacy Practices. Information is available on WHC's website and patient may request a hard copy at any time.

_____	_____	_____	_____
Patient or Legal Guardian's Signature	Date Signed	Guarantor's Signature	Date Signed

FOR OFFICE USE ONLY			
Record # _____			
Pt Status Type: <input type="checkbox"/> Inactive <input type="checkbox"/> Scheduled <input type="checkbox"/> Active <input type="checkbox"/> Non-WHC Active <input type="checkbox"/> Dental Patient Only	Valid ID: <input type="checkbox"/> Scan ID <input type="checkbox"/> Update NG Pt Picture	Insurance: <input type="checkbox"/> Scan Card <input type="checkbox"/> Update Info/Card	
Collected By: _____ Date: _____		Entered By: _____ Date: _____	

Patient Registration: INSURANCE

Patient Name: _____

MRN: _____

PRIMARY MEDICAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Step-Child <input type="checkbox"/> Other: _____					
Policy Holder Name			Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address			City	State	Zip Code
Home Phone		Work Phone		Cell Phone	
SECONDARY MEDICAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Step-Child <input type="checkbox"/> Other: _____					
Policy Holder Name			Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address			City	State	Zip Code
Home Phone		Work Phone		Cell Phone	
PRIMARY DENTAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Step-Child <input type="checkbox"/> Other: _____					
Policy Holder Name			Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address			City	State	Zip Code
Home Phone		Work Phone		Cell Phone	
SECONDARY DENTAL INSURANCE INFORMATION					
Patient's Relationship to the Insured (Check One): <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Step-Child <input type="checkbox"/> Other: _____					
Policy Holder Name			Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female
Plan Name	Policy # / Subscriber #	Group #	Effective Date:	Expiration Date:	
Home Address			City	State	Zip Code
Home Phone		Work Phone		Cell Phone	

I, _____, the undersigned, hereby give Waimānalo Health Center my consent and permission to obtain historical information, perform physical examinations, order diagnostic tests and give such treatment as the Center physicians deem appropriate for my physical and/or mental health. I understand that this consent is for, but not limited to, obtaining detailed medical and social/psychiatric histories, performance of examinations of mouth, genitals, rectum and ears, repair of minor cuts, tuberculin skin tests, injection of local anesthetics and medications (such as insulin, epinephrine, etc.), injection of immunizations, and all other ordinary medical office procedures.

I understand that for major surgery or other major procedures (such as incision and drainage of abscesses, biopsies, or insertion of such devices as an IUD or LARC) special explanations will be made to me and special permission obtained from me or from an adult family member if I am physically or mentally impaired from giving such consent. In cases of emergency I hereby give permission for the rendering of all such medical services deemed necessary to stabilize my condition if I am physically or mentally impaired and an adult family member is not readily available.

I understand that this consent extends to diagnostic tests and services rendered at the Waimānalo Health Center clinic, designated laboratories, X-ray facilities, emergency rooms, offices of specialists, and hospitals by Center physicians as deemed necessary for medical care.

This consent is for the ongoing health care of myself until I withdraw from the Waimānalo Health Center and is given voluntarily. By my signature I hereby certify that I am of legal age (18 years old or older) or am an emancipated minor by the definition of State laws.

I understand that I am not consenting to any experimental procedures nor to any tests solely for the purpose of research or scientific study.

I certify that I have read the above (or had read to me) and fully understand the above consent for care. Any inapplicable statements were stricken or any exceptions to the above are indicated below before I signed. Exceptions:

Patient or Legal Guardian Signature

Date



APPOINTMENT KEEPING AGREEMENT

Patient Information

It is important to keep your medical appointment(s) and to be on time. At Waimānalo Health Center (WHC), our goal is to provide quality medical care in a timely manner. In our efforts to make your visit more comfortable and to minimize your wait time, we have updated and implemented the following policies and procedures.

A. Check-in Policy:

To ensure access and timeliness of medical care, the front office and medical team will inform you to arrive at your designated check-in time, to allow for registration and screening prior to your scheduled appointment time. You are encouraged to:

1. Call by 3:00 PM on the day prior to your appointment to notify us of any changes; and/or
2. If you may be late for your designated check-in time.

B. Late Arrival Policy

We understand that delays may happen, however, it is important to us to see all patients as timely as possible. Not arriving at your designated check-in time is considered late. Clock times on the WHC Front Desk computers will be used to validate ALL designated check-in times.

If you arrive late for your appointment, you may experience one of the following:

1. You may have to wait to be seen;
2. We will ask you to reschedule your appointment for a later time on the same day, or to another day;
3. We will ask you to reschedule to another provider on the same day if available; or
4. If no open appointments exist, you may wait to see if something becomes available (without any guarantees) to the provider's schedule
5. Kukui Clinic (Behavioral Health) Only: If you arrive late, you will be seen for the remainder of your scheduled appointment time.

C. Cancellation Policy

If you are not able to make your scheduled appointment, please call us at (808) 259-7948 by 3:00 PM on the day prior to your appointment to notify us of any changes or cancellations. To cancel a Monday appointment, please call our office by 3:00 PM on Friday. Appointments are in high demand, and your early cancellation will give another person access to timely medical care.

1. If you are not able to speak to someone, please leave a message with your name, phone number, your appointment date/time and request for rescheduling or cancellation reason.
2. If you receive appointment text reminders, you may reply with an "X" to cancel your appointment.

D. No Show Policy:

All patients who miss three (3) appointments dates in a three-month period, will be considered a chronic no show. After the third missed appointment date, you will be placed on a "Same Day Only" status. You may return to a regular status at the end of the rolling three-month period.

Waimānalo Health Center is committed to providing exceptional care. Your help in keeping your appointments enables us to provide better and timelier care for you and all of our patients.

I have read and consent to these terms.

Print Patient Name

Print Legal Guardian Name

Relationship

Patient Signature
(Parent/Legal Guardian if under 18)

Date