

PSYCHIATRIC MEDICAL SERVICES

ADULT NEW PATIENT PACKET

Packet Updated 04/01/25

An Oregon leader in patient-centered primary care, behavioral health care, and prevention. www.adaptoregon.org



Welcome to Adapt Integrated Health Care!

Thank you for giving us an opportunity to partner with you on your journey to good health. We look forward to meeting you at your first visit to our office.

At Adapt Integrated Health Care, there is no wrong door to care. Whether you're seeking medical care, mental health care, or substance use treatment, our providers and staff work together to meet your health care needs. We welcome new patients of all ages—children, teens, adults, and seniors.

As a patient of Adapt Integrated Health Care, you and your provider will work with other health professionals to coordinate your care. This is called your health care team. The most important person on your team is you. When you have concerns about your health, your health care team will help you get the services you need, when you need them.

Your health care team will keep a complete record of your medical history, health status, medications, test results, self-care information, and care received from other doctors. By getting to know you, your team can help you understand your healthcare needs and provide you with the information you need to manage your health.

To get started, just call or drop by our office to schedule your new patient appointment. In the following pages is information to help you prepare for new patient appointments for medical care, mental health care or substance use treatment. Our staff will help you complete new patient paperwork and discuss payment or insurance billing options. If you'd like to speed up your first visit, fill out your new patient packet ahead of time. You may print forms at home or request a packet be sent to you in the mail. We will provide you with a self-addressed, stamped return envelope.

Thank you for choosing Adapt Integrated Health Care as your health care home. We look forward to serving you.

Your Adapt Integrated Health Care Team

P.S. Visit our website at www.AdaptOregon.org to learn more about us!



CLINIC LOCATIONS, PHONE NUMBERS & HOURS

	Phone	Hours	After Hours						
Patient-Centered Primary Care									
Roseburg Primary Care & Behavioral Medicine 621 W Madrone Street, Roseburg, OR 97470	(541) 440-3500	Mon–Thu, 7am–6pm Fri, 7am–5pm	After-hours answering service						
Winston Primary Care & Behavioral Medicine 671 SW Main Street, Winston, OR 97496	(541) 492-4550	Closed Sat & Sun	(541) 440-3500						
Mental Health Care									
Coos County 400 Virginia Ave., Suite 201, North Bend, OR 97459	(541) 751-0357	Mon-Fri, 8am-5pm Closed Sat & Sun	24-Hour Crisis Line (541) 266-6800						
Curry County 615 5th St., Brookings, OR 97415 29845 Airport Way, Gold Beach, OR 97444 1403 Oregon St., Port Orford OR 97465 <i>(by appt only)</i>	(877) 408-8941	Mon-Fri, 8am-5pm Closed 12-1 for Lunch Closed Sat & Sun	24-Hour Crisis Line (877) 519-9322						
Douglas County 621 W Madrone Street, Roseburg, OR 97470	(541) 440-3532	Mon-Fri, 8am-5pm	After Hours & Weekends call the						
Psychiatric Medical Services 621 W Madrone, Roseburg, OR 97470	(541) 229-8973	Closed Sat & Sun	24-Hour Crisis Line (800) 866-9780						
Substance Use Treatment									
Coos County 400 Virginia Ave., Suite 201, North Bend, OR 97459	(541) 751-0357	Mon-Fri, 8am-5pm Closed Sat & Sun	24-Hour Crisis Line (541) 266-6800						
Curry County 615 5th St., Brookings, OR 97415 29845 Airport Way, Gold Beach, OR 97444 1403 Oregon St., Port Orford, OR 97465 (by appt only)	(877) 408-8941	Mon-Fri, 8am-5pm Closed 12-1 for Lunch Closed Sat & Sun	24-Hour Crisis Line (877) 519-9322						
Douglas County 621 W Madrone Street, Roseburg, OR 97470 680 Fir Street, Reedsport, OR 97467 (by appt only)	(541) 492-0152	Mon-Fri, 8am-5pm Closed Sat & Sun	After Hours & Weekends call the 24-Hour Crisis Line (800) 866-9780						
Josephine County 356 NE Beacon Drive, Grants Pass, OR 97526	(541) 474-1033	Mon, Tue, Thu, Fri 8am-5pm Closed Wed 1pm-3pm Closed Sat & Sun	24-Hour Crisis Line (541) 474-5360						



NEW PATIENT INFORMATION

Patient Portal

For non-urgent communication with your provider, we encourage you to sign up for the secure online Patient Portal. The Patient Portal is a quick and easy way to review your health information, schedule appointments, and communicate with your provider. As a new patient, you will receive instructions on how to sign up for the Patient Portal. If you have questions or need assistance, please talk with a member of our reception team.

Prescription Refills

When you need a prescription refill, please call your pharmacy directly, even if there are no refills remaining. Your pharmacy contacts and coordinates all refill requests directly with your health care team. Please allow 72 hours for prescriptions to be refilled.

Billing Questions

If you have questions concerning your statement, please contact the billing office using the telephone number listed on your statement.

Sliding Fee & Discount Application

Adapt Integrated Health Care is a preferred provider for most health insurance plans, and we welcome patients covered by Oregon Health Plan and Medicare. If you are uninsured, we offer a sliding fee discount based on family/household size and net income. No one is turned away due to inability to pay. Please refer to our Application for Financial Discount in this packet for more information.

Tobacco-Nicotine Free Campus

For the health and safety of our patients and staff, Adapt Integrated Health Care is a tobacco-free and nicotinefree campus. This means that smoking and the use of tobacco/nicotine products are prohibited at all times and on all properties. If you would like to quit using tobacco, please talk with a member of your health care team.

Service Animal Policy

Only service animals trained to do work or perform tasks for a person with a disability are allowed inside the clinic. Please talk with a member of your health care team for more information (printed information is available https://www.ada.gov/service_animals_2010.htm).

Patient-Centered Primary Care Home

We are a patient-centered primary care home. Learn more at <u>https://www.oregon.gov/oha/HPA/dsi-pcpch/Pages/index.aspx</u>.

FTCA Deemed Facility

Our health center receives funding from the U.S. Department of Health and Human Services (HSS) and has deemed status by the U.S. Public Health Service (PHS) with respect to certain health or health-related claims, including medical malpractice claims, for itself and its covered persons. Learn more at https://bphc.hrsa.gov/ftca/about/index.html.



PREPARING FOR YOUR FIRST PSYCHIATRIC SERVICES VISIT

At Adapt Integrated Health Care, medical providers, behavioral medicine specialists, and community service workers will provide you with the services you need, when you need them—including specialty care for patients with diabetes, chronic pain, alcohol and substance use problems and other complex health conditions. At your first appointment, you will be able to talk with your health care team about your treatment needs and options.

How to Prepare For Your First Appointment

- Arrive 30 minutes before your new patient appointment
- Bring picture ID—a current state or federal issued ID—for example, a driver's license, ID card, or passport
- Bring your insurance card to all appointments
- Be prepared to pay your co-payment if required by your insurance plan
- Make a complete list of all medications that you currently take (including vitamins and supplements), or bring the containers with you to your appointment, or bring a printout of your current medications from your pharmacy
- Be prepared to discuss your top health concerns with your provider; follow-up appointments may be scheduled following your initial visit

Appointments: Schedule / Reschedule / Cancellations

Please call your provider's office as soon as you can. We request 24-hour notice for cancelled visits. This will allow us to offer the time slot to another patient.

Open Access Appointments

Our primary care and mental health clinics offer *Open Access Scheduling*—also known as same day appointments. To learn more about same day appointments, call your Primary Care clinic or Mental Health office.

Our Primary Care & Psychiatric Services

Medical Care

- Preventive Care
- Acute Care
- Family Planning
- Men's & Women's Health
- STD Tests & Treatment
- Chronic Disease Care
- Diabetes Care
- Immunizations
- Lab and X-ray (CHI Mercy)
- Referrals to Specialty Care

Children's Health

- Well-Baby & Well-Child Exams
- Teen & Young Adult Health
- Sports Physicals

Behavioral Medicine Services

- Mental Health Counseling
- Substance Use Counseling
- Individual and Group
 Psychotherapy
- Medication-Assisted Treatment
- Pain Management
- Chronic Illness Management
- Tobacco Cessation

Psychiatric Medical Services

- Medication Management
- Individual Psychotherapy
- Pediatric Medication Management



ADULT NEW PATIENT REGISTRATION

PATIENT INFORMATION										
Last Name:	st Name: First Name:					Preferred Name:				
Date of Birth:	Age:	Sex:		Last Nam	ne at Bi	irth:				
		🗆 Male 🛛 F	emale							
Social Security #:			Driver's	License #:						
Home Address:		City:	-		State	:	Zip:			
Mailing Address (if different):	City:			State	:	Zip:			
Phone (please check your pr	<mark>imary ph</mark>	<mark>ione):</mark>				I				
Home Phone:			\Box Cell Ph	one:						
Message Phone:			🗆 Email A	Address:						
Patient's Occupation:										
Employer:			Employ	er's Phone	:					
Employment Status (check of	ne): 🗆 F	ull-Time 🗌 Part-Time	e 🗆 Seaso	onal/Temp	orary	Self-Er	mployed			
□ Retired □ Unemployed	-				•		. ,			
Student Status: 🗆 Full-Time	e 🗆 Pa	art-Time 🛛 Not a S	tudent							
Patient's Legal Guardian or information (proof required	-	•			•		-			
Legal Guardian or Represen	tative Na	ame:			Date	of Birth:				
Social Security #:			Pho	ne:						
INSURANCE INFORMATIO	N (Prov	ide copies of your in	surance d	cards)						
Name of Primary Insurance	:									
Group #:			Policy	Policy #:						
Policyholder (PH) Name:	PH Da	PH Date of Birth:								
PH Social Security #: PH Relationship to Patient:										
Name of Secondary Insuran	ce (if ap	plicable):								
Group #:			Policy	Policy #:						
Policyholder (PH) Name:			PH Da	PH Date of Birth:						
PH Social Security #: PH Relationship to Patient:										



Please tell us if any of the following apply to the patient (mark all that apply):									
Patient is a current employee of Adapt.									
Patient's immediate family member is an employee of Adapt.									
Patient has a close relationship with an Adapt employee.									
If you marked any of the statements, please provide the employee's name and department.									
Employee Name:Department:									
Employee Name: Department:									
Referral Source: Outreach Coordinator Friend Relative News Media-Newspaper Radio									
Television Facebook Ad-Digital Direct Mail Billboard									
PATIENT/CLIENT INFORMATION									
Adapt is a non-profit organization committed to serving the needs of our community. This information will help us access additional grants to continue helping uninsured and underserved residents and to identify patients who may qualify for special programs or services. The information will become part of your confidential patient record. All information disclosed in this section will not impact your access to care or any government programs you may participate in.									
Marital Status: Single Married Widowed Divorced Legally Separated Domestic Partner									
Is the patient a Veteran? Yes No Dependent Child of Veteran? Yes No Spouse/Domestic Partner of Veteran? Yes No Unknown									
Are you Homeless / Unhoused? 🗌 Yes 👘 No									
If Yes, please specify: □ At risk for homeless □ Child at risk for homeless □ Currently not homeless (was homeless in last 12 mo) □ Homeless unknown shelter □ Living in shelter □ Homeless living temporarily with others □ Permanent supportive housing □ Single occupancy hotel □ Street, camp, bridge □ Transitional housing □ Veteran at risk for homeless									
Patient Housing Status: □ Vehicle □ Unstable □ Temporary □ Stable/Permanent □ Recovery Center □ Other									
Public Housing (Section 8/HUD): Ves No									
Migrant / Seasonal: 🗆 Migrant 🗆 Seasonal 🗆 Neither									
Patient's Current Tribal Affiliation: Not Applicable Burns Paiute Tribe Cow Creek Band of Umpqua Tribe Coquille Indian Tribes Confederated Tribes of Coos/Lower Umpqua/Siuslaw Confederated Tribes of Warm Springs Other (specify)									
Do you receive TANF Cash Benefits? Yes No									
Source of Income (check one): UWages/Salary UPublic Assistance Retirement/Pension/SSI Disability/SSDI Other (specify):									
Highest School Grade Patient Completed:									



Check the amount closest to your monthly household income for the total number of people in your household:												
Number of People in Household123456												
Household income is less than	□ 1,568	2,129	2,689	3,250	3,810	4,370						
Household income is less than	□ 1,882	2,555	□ 3,227	□ 3,900	4,572	5,245						
Household income is less than	2,196	2,980	3,765	4,550	5,334	6,119						
Household income is less than	2,510	3,406	□ 4,303	5,200	6,096	6,993						
Household Income is above all amounts listed, please check the box for your household size												
If there are more than 6 people in you What is your monthly household inco	-	v many peop	le are in you	household? _								

 \Box I choose not to provide my financial information.

Patient Signature

Parent/Legal Guardian Signature

Date

Print Name / Relationship to Patient: _____

* In the event a legal representative other than a parent of minor child signs this Authorization, a documentation of legal authority must be attached (e.g., Health Care Power of Attorney or Notarized Health Care Representative form).



Your answers are confidential. We would like you to tell us your race, ethnicity, language and ability levels so that we can find and address health and service differences. Today'sDate:_____ First Name: Middle Initial: Last Name: Date of Birth: **Race and Ethnicity** 1. How do you identify your race, ethnicity, tribal affiliation, country of origin, or ancestry? 2. Which of the following describes your racial or ethnic identity? Please check ALL that apply. Hispanic and Latino/a/x American Indian and Asian □ Central American Alaska Native □ Asian Indian □ Mexican □ American Indian □ Cambodian □ South American □ Alaska Native □ Chinese □ Other Hispanic or Latino/a/x Canadian Inuit, Metis, or Communities of Myanmar First Nation □ Filipino/a Native Hawaiian and □ Indigenous Mexican, Central □ Hmona Pacific Islander American, or South American □ Japanese CHamoru (Chamorro) □ Korean **Black and African American** □ Marshallese □ Laotian □ African American □ Communities of the South Asian □ Afro-Caribbean Micronesian Region □ Vietnamese □ Ethiopian □ Native Hawaiian □ Other Asian □ Somali □ Samoan □ Other African (Black) □ Other Pacific Islander Other categories □ Other Black □ Other (please list) White Middle Eastern/North African Eastern European □ Don't know □ Middle Eastern □ Slavic Don't want to answer □ North African □ Western European □ Other White 3. If you checked more than one category above, is there one you think of as your primary racial or ethnic identity? Yes. Please circle your primary racial or ethnic identity above. N/A. I only checked one category above. I do not have just one primary racial or ethnic identity. Don't know No. I identify as Biracial or Multiracial. Don't want to answer

	anguage (Interpreters are available at no charg . What language or languages do you use at home?	re)										
	Skip to question 7 if you	indi	cated English c	only								
4	b. In what language do you want us to communicate in per				virtuall	y with you	J?					
40	. In what language do you want us to write to you?											
	5a. Do you need or want an interpreter for us to communicate with you?											
	Yes I No I Don't know Don't want to answer											
	5b. If you need or want an interpreter, what type of int			d?								
		-	nterpreter for De		lind, add	litional bar	riers, or					
			hct sign langua				·					
	Other (please list):		0 0	0 (,							
	Skip to question 7 if you do not use a langu	uage	other than End	glish	or sign	language						
6.	How well do you speak English?											
l	C VeryWell C Well Not Well Not	at al	l 📋 Don'tk	now		Don't wan	t to answer					
ン			_				=					
	Your answers will help us find health and service differences	.,	* lf yes , at	No	Don't	Don't	Don't know					
	among people with and without functional difficulties. Your answers are confidential. (* <i>Please write in "don't know" if you</i>	Yes	what age did		know	want to	what this					
	don't know when you acquired this condition, or "don't want		this condition begin?			answer	question is asking					
	to answer" if you don't want to answer the question.)		Degine				asking					
7.	Are you deaf or do you have serious difficulty hearing?											
8.	Are you blind or do you have serious difficulty seeing , even when wearing glasses?											
	Please stop now if you/the persor	ie	indor ago 5		J							
9.			ander age J									
			<u> </u>									
10.	Because of a physical, mental or emotional condition, do you have serious difficulty concentrating, remembering or											
	making decisions?											
11.	-											
12.	Do you have serious difficulty learning how to do things most people your age can learn ?											
13.												
	have serious difficulty communicating (for example											
	understanding or being understood by others)?											
	Please stop now if you/the person	is ı	under age 15									
14.												
	you have difficulty doing errands alone such as visiting a											
	doctor's office or shopping?											
15.												
	mood, intense feelings, controlling your behavior, or											
	experiencing delusions or hallucinations?											



PRIMARY CARE ADULT PATIENT HEALTH HISTORY

Patient's Name:	Birt	hdate:	Age:	Male / Female								
Current Medical Provider:	Reason for transferring care:											
Preferred Pharmacy:												
CURRENT HEALTH												
Present Health Concerns:												
MEDICATIONS: Please list ALL medications including vitamins, herbs, home remedies												
Medication Name	Strength (mg)	Directions	Re	ason Taking								
Aspirin 🗆 Yes 🗆 No												
Verified by (Adapt staff initial):												
ALLERGIES: or reactions to medication	s, environmental,	animals, food, vaco										
Allergy			Symptoms or Rea	action								
Verified by (Adapt staff initial):												

HEALTH SCRE	ENING QUESTION	NAIRE					
Do you now c	or have you ever us	ed tobacco?	🗆 Current	🗆 Pr	evious	🗆 Never	
How many tir	nes in the past yea	r have you had 4 o	or more drinks in a da	ay?	□ None	🗆 1 or more	
One Drink =	12 oz. beer	5 oz. wine	1.5 oz. liquor (1 shot)			

Do you sometimes use drugs recreationally, including	🗆 No	🗆 Yes						
In the last 2 weeks have you been bothered by:								
a) Little interest or pleasure in doing things?	🗆 No	□ Yes						
b) Feeling down, depressed or hopeless?	🗆 No	□ Yes						



Patient's Name: Date of Birth:										
MEDICAL HISTORY (Please indicate with an X all that apply)										
 Brain Cancer Breast Cancer Colon Cancer Leukemia Lung Cancer Lymphoma Ovarian Cancer Pancreatic Cancer 	 Eye Disease Glaucoma Hay Fever Otitis Media (ear infections) Cataracts Dysplastic Moles 	 Asthma COPD Pneumonia Pulmonary Embolism Sleep Apnea TB (Tuberculosis) Chronic Headaches 	 Diverticulitis Diverticulosis GERD GI Bleed Hepatitis Liver Disease Ulcer Ulcerative Colitis 							
 Prostate Cancer Skin Cancer Tumor (benign) Tumor (malignant) Other Cancer: 	 Arthritis Chronic Back Pain Fibromyalgia Fractures Osteoarthritis Osteoporosis 	 Epilepsy Migraines Neurological Disorder Seizure Disorder Anxiety Disorder 	 Kidney Disease Kidney Failure Kidney Stones Urinary Disorder 							
 CHF DVT High Cholesterol High Blood Pressure MI (Heart Attack) Stroke Atrial Fibrillation 	 Rheumatoid Arthritis Autoimmune Disorder Diabetes Type I Diabetes Type II Endocrine Issues Hyperthyroidism (high) Hypothyroidism (low) 	 Bipolar Dementia Depression Development Disorder Psychiatric Illness Substance Abuse Suicide Attempt Other: 	 Anemia Bleeding Disorders Blood Transfusions Clotting Disorders Peripheral Vascular MRSA 							
SURGICAL HISTORY (Please	indicate with an X all that apply)									
 Hernia Repair Gallbladder Removed Gastric Surgery Small Bowel Resection Colon Resection Appendix Removed Breast Lumpectomy Mastectomy 	 Peripheral Vascular Bypass Peripheral Vascular Stenting Aneurysm Repair Carotid Surgery Vein Surgery Lung Surgery Esophageal Surgery 	 Rotator Cuff Repair R / L ACL Repair Total Hip Replacement R / L Total Knee Replacement R / L Total Shoulder Replacement Carpal Tunnel Surgery R / L Prostate Surgery- Cancer 	 ☐ Hysterectomy ☐ Ovary Removed R / L ☐ C-Section ☐ Laparoscopy ☐ Bladder Suspension ☐ Cervical Surgery ☐ Lumbar Surgery 							
 Breast Augmentation Coronary Artery Bypass Coronary Artery Stenting Heart Valve Surgery Craniotomy 	 Bunion Surgery Hammer Toe Correction Repair Up Extremity Fracture Repair Low Extremity Fracture Arthroscopy 	 Prostate Surgery for BPH Incontinence Surgery Kidney Removed Bladder Surgery Tonsillectomy Ear Tube Placement 	 Thoracic Spine Surgery Cataract Surgery Eyelid Surgery Sex Reassignment M to F Sex Reassignment F to M 							
Other	_									
SOCIAL HISTORY			Education 1							
Occupation:	Where Employed:	- · · · ·	Education Level:							
Lives With:	Marital Status:	Spouse's Name:								
# of Children:	Nickname:	Religion:								
	inglish Spanish Other (s									
Gender/ Gender Preferen	.,	☐ Female □ Other □ Che nder Female/Male-to-Female	oose to disclose							



Patient Name:

Date of Birth:

FAMILY HEALTH HISTORY

Please indicate with an X family members who have had any of the following conditions:												
Medical Condition	Mom	Dad	Sister	Brother	Mom's Mom	Mom's Dad	Mom's Sister	Mom's Brother	Dad's Mom	Dad's Dad	Dad's Sister	Dad's Brother
Alcoholism												
Anemia												
Angina												
Arthritis												
Anxiety												
Asthma												
Birth Defects												
Bleeding Disease												
Breast Cancer												
Cervical Cancer												
Coronary Heart Disease												
Colon Cancer												
Depression												
Diabetes												
Growth / Development Disorder												
Headaches												
Heart Disease												
Hypertension												
High Cholesterol												
Kidney Disease												
Lung Cancer												
Lung / Respiratory Disease												
Melanoma / Skin Cancer												
Migraines												
Osteoporosis												
Ovarian Cancer												
Psychiatric Care												
Seizures												
Severe Allergies												
Stroke												
Thyroid Problems												
Uterine Cancer												
Weight Disorder												
Other Cancer												
Other Medical Problems												
No / Unknown Family History												



Patient Name: Da	Date of Birth:									
TOBACCO USE										
Current Tobacco Use: 🗆 Never 🗆 Former 🗆 Current How muc	ch per day:									
Type of Tobacco Use: Cigarette Cigar Cig	🗆 Vape 🛛 Pipe									
Have you tried to quit? INO Yes Method attempted: Passive smoke exposure? INO Yes										
ALCOHOL USE										
Current Alcohol Use: Never Former Current Average # drinks per day: Type of alcohol:										
Have you ever been in treatment for an alcohol problem? Never Currently In the Past										
SUBSTANCE USE										
Do You Use: None Methamphetamine Cannabis/Marijuana Inhalants Tranquilizers/benzodiazepines Cocaine Narcotics (opiates/narcotics/heroin) Hallucinogens Other How often used? Daily Weekly Monthly Reason for Use:										
OTHER										
Current Caffeine Use: 🗆 Yes 🗆 No Type: 🗆 Coffee 🗆 Soda	Energy Drinks Other:									
Exercise Routinely? Yes No How many times per week?	Type of Exercise:									
Vehicle Seatbelt Use: \Box 100% of time \Box 50% of time \Box 25% of ti	me 🗆 Never									
Sunshine Exposure:	🗆 Do you use sunscreen? 🗆 Yes 🛛 No									
Do you believe that you are at high risk for HIV?	s, explain:									
PREVENTATIVE CARE SCREENINGS										
Please place an X next to each test and provide approximate	date, results and place where it was done.									
	gmoidoscopy 🛛 Stool Hemoccult Place:									
Dexa Scan (bone density) Date: Results: Normal	Abnormal Place:									
PSA (prostate level) Date: Results: Normal Ab	pnormal Place:									
Please bring immunization/vaccine history inform	ation to your first appointment.									
WOMEN'S HEALTH										
Are you now or are you planning to become pregnant in the next year? Currently Pregnant IN Not planning to become pregnant in next year IPlanning to become pregnant Please place and X next to each option that applies.										
□ Hysterectomy	Depa-DMPA Date of last shot:									
Bilateral Tubal Ligation Date: Condoms										
Hysteroscopic tubal Occlusion Date:	Rhythm Method									
Implant/Nexplanon Date: Implant/Nexplanon Date:										
□ IUD Type: □ Mirena □ Paragard □ Skyla Date:	Menopause Natural Date:									
Diaphragm	Menopause Surgical Date:									
□ Oral/Hormonal contraceptives □ Oral □ Patch □ Ring □ Vasectomy										



Age Mense	s Started: Age Menopause Started: Are y			Are you sexually	v active? □ Yes	□ No	
PREGNANC	CY HISTORY						
Total Pregnancies:		Deliveries:	Abortions:	Miscarriages:			
ADVANCED DIRECTIVES IN PLACE							
□ None	□ Living Will	🗆 Durabl	e Power of Attorney	□ Health Care Proxy			

Reviewed by Provider:	Date:		
Records Requested for screening by:	Date:		



FINANCIAL DISCOUNT APPLICATION INFORMATION Please retain this page for your reference. Complete the next page and return it to Adapt by the due date if you wish to apply.

Adapt is a private, non-profit organization that provides quality and affordable medical services. All patients may apply for a sliding scale discount; eligibility is based on household size and income. *No one* is turned away due to lack of funds. All patients will receive a monthly statement if there is a balance owed on their account. All balances are due within 30 days of the statement date. If you are unable to pay your balance in full, please call Adapt's billing office to make payment arrangements.

- Please complete this entire form and provide all requested documents to be considered for a sliding scale discount. Discounts will only be given to patients who qualify and provide verification.
- You have **14 days from the date of service** to complete and return this form to be considered for a discount on your visit. Otherwise, your discount will begin on the date it is returned.
- Adapt will not back date discounts.
- Once your application has been processed, you will receive a letter in the mail notifying you of the discount that you are eligible for.
- All discounts will be valid for one year at which time you will be asked to provide current verification. If your financial or living circumstances change before this date, you are required to notify Adapt. This information may adjust your discount.
- If applicable, information provided on this application may be used to determine if you qualify for a discount on services provided by Mercy Outpatient Lab & Imaging ordered by Adapt Primary Care. To be considered for a discount from CHI Mercy Health, you must have applied for Oregon Health Plan. Information on this form may be requested by CHI Mercy Health and will be provided to them for auditing purposes.

Required Documents: To be determined for a sliding scale discount, please ensure copies of the following documents *for ALL household members are included with your application*. If one or more of these documents do not pertain to your household, please disregard those documents.

- □ Most recent 30 days of pay stubs
- Unemployment verification
- Most recent federal tax return (if self-employed)
- □ Social Security and/or Disability award letters
- Pension award letter
- □ Child Support award letter

Definitions

Household: persons who live in the same dwelling and are pooling resources.

<u>Income</u>: any moneys received, whether taxable or non-taxable, from any source. Any moneys for goods sold or services provided, grants for tuition assistance, retirement income, business income, social security and/or disability payments, unemployment insurance benefits, settlement awards from any lawsuit whether considered "economic damages" or not, life insurance payments, annuity payments, gambling winnings, and any other moneys received for the purposes of assisting with household expenses will be included. Loans or available credit will not be counted.

- Worker's Compensation award letter
- Court orders from any lawsuit
- □ Proof of gambling winnings
- □ Proof of annuity payments
- Receipts for goods sold or services provided
- If you have no income, a letter that explains your means of living or a completed Self Attestation of Income form (available upon request)
- □ Food Stamps verification
- □ Tuition assistance grants

Do you have other ins	urance? Y	I If yes, what i	nsurance?		Adapt staff	initials:
-		•		SPONSIBLE FOR T	•	
Name of Responsible P	Party		Relation	n to Patient:		
SSN Optional (last 4): X	•	DOB:		Pho	ne:	
Billing Address:					p:	
	vide informati		•	. (See definition o		
Household Member	1	2	3	4	5	6
Name						
Date of Birth						
Relationship to Patient	SELF					
Gross Monthly Income from the following:	Please	e provide supp	orting docum	entation for eac	ch source of in	come listed.
Salary/Wages	\$	\$	\$	\$	\$	\$
Unemployment	\$	\$	\$	\$	\$	\$
Social Security	\$	\$	\$	\$	\$	\$
Disability	\$	\$	\$	\$	\$	\$
Pension	\$	\$	\$	\$	\$	\$
Retirement	\$	\$	\$	\$	\$	\$
Child Support	\$	\$	\$	\$	\$	\$
Worker's Comp	\$	\$	\$	\$	\$	\$
Sale of Goods	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$
TOTAL gross monthly If your household inco financial and living site	ome is zero, pl	ease initial her	e: and			your current
I hereby authorize represen release any information reg that to the best of my know incorrect, I may not be eligil all accounts adjusted accorc Patient/Responsible Pa	arding my office ledge the inform ble for any future lingly.	visits to any insura ation given above consideration of	ance company or t is true and compl reduced rates and	hird party to seek so lete. I understand th I that any sliding fee	ettlement of this a nat if any informati a taken in the past	ccount. I hereby state on is found to be
**************	******	*************** FO R (OFFICE USE ONLY	***	******	****
Application Date:		E	xpiration Date:	a/ !!		
 Based on the information Based on the information 						
Information verified by:						
Staff member completing for						

If you are applying for a sliding scale discount, you may also qualify for the Oregon Health Plan (OHP). If you wish to apply for OHP and would like free assistance applying, please ask to speak with an outreach eligibility worker.

Have you applied for the Oregon Health Plan? Y N If yes, date applied:

Were you approved? Y N



PATIENT ACKNOWLEDGEMENT AND CONSENT OF AGENCY POLICIES

Ancillary Service Providers and Staff

I understand that from time to time, other persons may be observing or facilitating my care including, but not limited to students of the health profession, and administrative or health care professionals in orientation or training.

Medical/AI Scribe Service (Scribe Services)

I understand that a professional medical scribe or AI scribe service (scribe services) may be used during my visit to assist my provider(s) with documentation at no cost to me. I understand that the scribe service may be virtual. I also understand that the medical scribe services follow a professional code of ethics that ensures that all medical information discussed with my provider(s) and other clinic staff will be kept confidential.

Telehealth Services

Your provider may offer telehealth visits. Telehealth visits are performed securely within the protected electronic medical record environment. You may decline participation in an individual telehealth visit by informing the person scheduling your appointment that you do not wish to have a telehealth visit. Some providers and services may only be available via telehealth. The visit is documented in the electronic medical record in the same way an in-person visit is documented.

Disability Certification and Special Accommodations

I understand that the health center limits services provided to those that are clinical in nature. Any requests for additional administrative services, like disability certification and special accommodations, that require a determination of disability will have to be provided by a medical or behavioral health provider at another location. Paperwork for short-term disability or FMLA/OFLA by an Adapt provider may be completed and will be subject to a \$25 administrative fee. The reason for this policy is to avoid having the performance of administrative functions interfere with patient care.

Financial Responsibility & Billing Consent

All clients are responsible to pay in full for all services. I understand that it is my responsibility to check with my insurance company to verify coverage of services. I understand that I am responsible for any deductibles, co-pays, coinsurance, non-covered services or services deemed "not medically necessary" by my insurance company. Co-pays and coinsurance will be collected at the time of service. I may also choose to not bill my insurance for a specific visit, and I will then be responsible for the full cost of undiscounted services provided to me at that visit. I understand if my check is returned for non-sufficient funds (NSF) or written on a closed account, I will be responsible for a \$25 processing fee. I understand that if I do not make my scheduled payments and/ or do not make payment arrangements with Adapt billing department, my account may be assigned to a third-party collection agency.

Assignment of Insurance Benefits

I understand that this serves as a direct assignment of my medical benefits from Medicare, Medicaid, other government carrier, or any commercial/ private insurance carrier, to be paid to Adapt. If I receive payments directly from my insurance company, I agree to bring them to Adapt for payment on my account.



Laboratory Information:

- In-clinic tests are courtesy billed to insurance companies by Adapt.
- Samples collected and sent to outside labs will be billed by the performing laboratory. Some locations have Mercy and Cordant available on-site for patient convenience but are not part of Adapt.

Fee Based Charges for Civil Subpoenas

For subpoenas issued for a civil matter, Adapt will invoice the attorney or other requester (plaintiff or respondent) a flat rate of \$1000 per clinician per day. An invoice should be provided to the requester and should be paid prior to the appearance date. Waivers such as those for income considerations can be considered on a case by case basis.

Referrals

I understand that I may choose to receive diagnostic test(s) or health care treatment/service at a facility other than the one recommended by my health care practitioner. I understand that if I choose to have the diagnostic test, health care treatment or service at a facility different from the one recommended by my health care practitioner, I will be held responsible for determining the extent of coverage or the limitation on coverage as applicable. A health practitioner may not deny, limit or withdraw a referral solely because I choose to have the diagnostic test or health care treatment or service at a facility other than the one recommended by the health care practitioner.

Phone Messages, Texting, and Emailing

We may contact you about your healthcare using the phone numbers and email addresses that you provide us. This may include using an automated phone dialing system, pre-recorded or synthetic voice messages, texting, or email. When we contact you in this manner, you will be given the opportunity to opt out of receiving similar communications going forward. Our messages may include, but are not limited to, information about appointment reminders, discharge planning, billing, prescription reminders, research opportunities, our products and services, treatment alternatives, your general health, and regulatory notices provided in lieu of first-class mail. Because texts and emails are not encrypted, there is a risk that someone else could read or access these messages. We therefore take steps to limit the amount of protected health information that they contain. If you do not wish to receive these types of text or email messages, please let us know, and we will have you sign our opt out form. You may also opt out from receiving text messages from Adapt at any time by replying STOP to any text message received.

Advanced Directives

I acknowledge that Adapt provides an opportunity at admission to complete or provide copies of any advanced directives. If I receive services from any Adapt state certified behavioral health programs, staff will provide me information about the Oregon Declaration for Mental Health Treatment Form, its purpose, and contact information for a person who can answer additional questions.

Voter Registration

I understand that staff will offer an opportunity to register to vote during admission.



Notice of Privacy Practices

I understand that it is Adapt policy to offer patients a printed copy and chance to review the HIPAA Notice of Privacy Practices.

Patient Rights

In addition to the HIPAA Notice of Privacy Practices, I understand that it is Adapt policy to offer patients a printed copy and chance to review the following upon admission to any of Adapt state certified behavioral health programs:

- Individual Rights Policy
- Grievance Policy and Form
- Service Delivery Policies

Important Information for the Client

To provide or pay for health services: If Adapt Integrated Health Care is acting as a provider of your health care services or paying for those services under the Oregon Health Plan or Medicaid Program, you may choose not to sign this form. That choice **will not** adversely affect your ability to receive health services **unless** the health care services are solely for the purpose of providing health information to someone else and the authorization is necessary to make that disclosure. (Examples would be: assessments, tests, or evaluations).

Your choice not to sign **may affect** payment for your services if this authorization is necessary for reimbursement by private insurers or other non-governmental agencies.

This is a Voluntary Form. Adapt Integrated Health Care cannot condition the provision of treatment, payment, or enrollment in publicly funded health care programs on signing this authorization, except as described above. However, you should be given accurate information on how refusal to authorize the release of information may adversely affect coordination of services. If you decide not to sign, you may be referred to a single service that may be able to help you and your family without an exchange of information.

You are entitled to a copy of this authorization.

This authorization is voluntary and is meant to confirm your directions.

Redisclosure:

A written consent to use or disclose records for treatment, payment, or health care operations may be subject to redisclosure by the recipient and no longer protected by this part.

This consent cannot be combined with a consent for use and disclosure of records (or testimony relaying information contained in a record) in a civil, criminal, administrative, or legislative investigation or proceeding.

Help Using This Form:

Terms Used: Mutual exchange allows information to go back and forth between Adapt Integrated Health Care and the person or organization listed on the authorization.



Assistance: Whenever possible, an Adapt Integrated Health Care staff person should fill out this form with you. Be sure you understand the form before signing. Feel free to ask questions about the form and what it allows. You may substitute a signature with making a mark or by asking an authorized person to sign on your behalf.

Minors: If you are a minor, you may authorize the disclosure of mental health or substance abuse information if you are age 14 or older; for the disclosure of any information about sexually transmitted diseases or birth control regardless of your age; for the disclosure of general medical information, if you are age 15 or older.

Special Attention: For information about HIV/AIDS, mental health, genetic testing , or alcohol/drug abuse treatment, the authorization must clearly identify the special information that may be disclosed.

By reading and signing this form, I accept my rights and responsibilities as a patient and consent to the treatment and services provided by Adapt. In addition, by signing this form, I certify that I have not withheld insurance coverage information existing at the time of this service and that no other insurance coverage exists beyond that which I have provided. I accept full responsibility for all charges whether they are covered by insurance or not. I have authorized Adapt to release all information necessary to my insurance company to make payment. I have read and understand the above information and give authorization for payment of insurance benefits to be made directly to Adapt for services provided, including my substance use treatment information as part of the single consent for treatment, payment, and health care operations.

Print Name:		
Relationship to Patient:		
Patient Signature	Parent/Legal Guardian Signature	Date

*In the event a legal representative other than a parent of a minor child signs this Authorization, a documentation of legal authority must be attached (e.g., Health Care Power of Attorney or Notarized Health Care Representative Form).

OFFICE USE ONLY

We attempted to obtain written acknowledgement of our Notice of Privacy Practices and other agency policies on this document, but acknowledgement could not be obtained because:

- □ Individual refused to sign
- Communications barriers prohibited obtaining the acknowledgement
- □ An emergency prevented us from obtaining acknowledgement
- Other (Please Specify): ______

Adapt Staff Signature:_____



CONSENT FOR TREATMENT WITH ROI FOR TREATMENT, PAYMENT AND OPERATIONS SHARING

Consent for Medical Treatment

I consent to receiving medical and/ or surgical treatment including, but not limited to diagnostic tests, lab work, injections, minor operations, and removal/ disposal of tissues as may be deemed advisable or necessary by the attending healthcare provider.

Consent for Behavioral Health Services

I consent to receiving behavioral health services as may be appropriate to assist with my medical treatment including, but not limited to assessment of and treatment for mental health conditions and/ or substance misuse.

Release of Information & Single Consent for Treatment, Payment, and Healthcare Operations

I acknowledge that Adapt's Notice of Privacy Practices was provided to me and any use or release of information not permitted under law will require my authorization to release information. I authorize Adapt to release to my insurance carrier(s) by mail, fax, electronically, or verbally, any information needed to determine benefits payable and to bill for services provided. Some Adapt departments fall under additional federal privacy protections for substance use treatment programs. If my services include any 42 CFR Part 2 protected information as part of a substance use treatment program, by signing below, I authorize Adapt Integrated Health Care to use and disclose my protected health information, *including all records and all records from a substance use treatment program*, with my treating providers, health plans, third party payers, and people helping to operate this program for the purpose of treatment payment and health care operations.

Disclosure

Any records that are disclosed under this consent may be further disclosed by that entity without your written consent, to the extent the HIPAA regulations permit such disclosure.

Expiration

This consent acts as a mutual exchange of information to and from afore mentioned entities. This single consent authorization for all uses and disclosures for treatment, payment, and health care operations may be updated as needed by the organization at which time a new signature will be required. This consent ends when the close of provision of services and all required programmatic communications and care coordination have been completed.



Right to Revoke

I understand that I may revoke this authorization **in writing** at any time. I understand that revocation of this authorization will **not** affect any action Adapt Integrated Health Care took in reliance on this authorization before receiving my notice of revocation. Nor will it affect any information that was already disclosed.

Print Name:			
Relationship to Patient:			
Patient Signature	Parent/Legal Guardian Signature	Date	

*In the event a legal representative other than a parent of a minor child signs this Authorization, a documentation of legal authority must be attached (e.g., Health Care Power of Attorney or Notarized Health Care Representative Form).



ADULT COMMUNICATION PERMISSIONS

We respect your right to tell us who you want involved in your treatment or to help you with payment issues. In some situations, it may be necessary and appropriate for us to discuss your Protected Health Information with other individuals.

Adapt Integrated Health Care m	ay leave voicemail for the foll	owing purposes (check all that apply)
General information regardir	g your care 🛛 Billing	□ NO messages of any kind
Phone Number to Use: 🗆 Prefe	rred number on file ONLY	□ Other Number:
Let us know who we may comn (check all that apply)		are and specify what type of information we may share
Contact Name	Relationship	Phone Number
Discuss ALL information (this	is not authorization to release	records)
 Appointment management Pick up items from clinic, incl Other (specify):	• • • • • • •	prescriptions, correspondence, etc.
Contact Name	Relationship	Phone Number
\Box Discuss ALL information (this	is not authorization to release	records)
 Appointment management Pick up items from clinic, incl Other (specify):	• • • • • • •	prescriptions, correspondence, etc.
Contact Name	 Relationship	Phone Number
Discuss ALL information (this	•	
□ Appointment management		,
	• • • • • • • • •	prescriptions, correspondence, etc.
Other (specify):		

The Authorization may be changed or revoked in writing at any time. It will remain in effect until that time. By signing below, I acknowledge that this document was given to me in a language that I understand either in writing or as read to me in its entirety. If I am signing this document on behalf of another person, I acknowledge that I am consenting on behalf of the patient.

Patient Signature	Parent/Legal Guardian Signature	Date	
Print Name / Relationship to Patient:			