Mina Mskiki Gumik

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS

Health Department

1260 Ajijaak Avenue Petoskey, MI 49770 P: 231-242-1700



ADULT PATIENT REGISTRATION

REQUIRED DOCUMENTATION

Use this list to ensure you provide the LTBB Health Department with all required documentation. Failure to do so will result in delay of your care.

Tribal Identification Card from a Federally Recognized Tribe (<u>State Recognized Tribes are not eligible</u>) OR Proof of descendency from a Federally Recognized Tribe. • Example of proof of descendency: Jane's paternal grandmother is a tribal citizen of a federally recognized tribe. Before Jane can use the clinic, she must submit a copy of her grandmother's Tribal ID, her father's birth certificate, and Jane's birth certificate.
Birth Certificate
Social Security Card
Driver's License OR State Identification Card (must include a photo, name, address, and date of birth)
 Two (2) proofs of physical residency, no RV parks or P.O. Boxes accepted. Acceptable forms include Driver's License, Tribal ID, Voter Registration, Bills, Automobile Registration, and Leases. If you do have a P.O. Box, please let the Central Registration Clerk know for the Health Department's mailing purposes.
Completed Registration Packet Adult Registration for ages 18 and older. Child Registration for ages 17 and younger.
All active insurance cards Medical Dental Vision
Any legal documentation relevant to patient care Legal guardianship, adoption, or foster care Power of attorney related to medical services



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ADULT PATIENT REGISTRATION

For the Little Traverse Bay Bands of Odawa Indians (LTBB) to provide efficient health services while following federal regulations, you must complete this form and return it to our Central Registration. If completed, the information provided will assist the LTBB Health Department in the best course of healthcare and available resources.

FULL LEGAL NAME:	
	CIAL SECURITY NUMBER:
SEX ON BIRTH CERTIFICATE:	MARITAL STATUS:
CITY AND STATE OF BIRTH:	
HOMELESS? HOMELESS SHELTER	TRANSITIONAL OTHER:
CURRENT ADDRESS:	ADDRESS 2:
CITY, STATE, ZIP:	COUNTY:
HOME PHONE:	CELL PHONE:
WORK PHONE:	EMAIL:
ARE YOU A DESCENDANT OR CITIZEN OF A FI	FEDERALLY RECOGNIZED TRIBE? YES NO
TRIBAL AFFILIATION:	
ENROLLMENT NUMBER OR LIST DESCENDAN	NT:
DO YOU SPEAK PROFICIENT ENGLISH?	YES NO
DO YOU REQUIRE AN INTERPRETOR?	YES NO
DO YOU IDENTIFY AS HISPANIC OR LATINO?	? YES NO
DO YOU HAVE ACCESS TO THE INTERNET?	YES NO
IF YES, WHERE? HOME W	WORK SCHOOL OTHER:
EMEDOENOV CONTEACT	DEL ATIONOME
	RELATIONSHIP:
PHONE NUMBER(S):	
ADDRESS:	

2 HRN #:_____

NEXT OF KIN CONTACT:		RELATIONSHIP:	
PHONE NUMBER(S):			_
ADDRESS:			
PARENTAL INFORMATION			
MOTHER'S MAIDEN NAME	:		
PHONE NUMBER:		DECEASED?_	
FATHER'S LEGAL NAME: _			
PHONE NUMBER:		DECEASED?_	
INSURANCE INFORMATION:			
INSURANCE TYPE?	MEDICAL	DENTAL	VISION
MEDICARE? IF YES, ID#:			
MEDICAID? IF YES, ID#:			
PRIVATE INSURANCE? IF YES	, NAME:		
POLICY #:		GROUP #:	
POLICY HOLDER'S N	JAME:		
POLICY HOLDER'S I	OATE OF BIRTH:		
EMPLOYMENT STATUS:	PART-TIME FU	ILL-TIME RETIRED	UNEMPLOYED
	MIGRANT OR SEASON	NAL WORKER	SELF EMPLOYED
EMPLOYER NAME:		EMPLOYER PHONE:_	
EMPLOYER ADDRESS:			
MILITARY STATUS:	NOT APPLICABLE	ACTIVE DUTY	RESERVES
	NATIONAL GUARD	RETIRED	
BRANCH:		ENLISTMENT DATE:	
DISCHARGE DATE:	DISCHARO	GE REASON:	

LITTLE TRAVERSE BAY BANDS HEALTH DEPARTMENT

RELEASE OF PROTECTED HEALTH INFORMATION

I understand that I have the right to request restrictions as to how my protected health information may be used or disclosed to carry out treatment, payment or health care operations, or other disclosures. I also have the right to authorize the release of my protected health information to members of my family, friends, and/or any person that is involved in my care.

I authorize the following person(s) to obta	in my health information:
SIGNATURE OF PATIENT OR LEGAL REPRESEN' (IF LEGAL REPRESENTATIVE, STATE RELATION	
DATE	EXPIRATION DATE OF AUTHORIZATION
WITNESS NAME & SIGNATURE	
CLINIC USE ONLY - DO N	OT WRITE BELOW THIS LINE
DATE RECEIVED:CLINIC INTAKE INITIALS:	



1260 Ajijaak Ave. Petoskey, MI 49770 Telephone: 231.242.1700

Patient Rights and Responsibilities

As a patient of the Little Traverse Bay Bands (LTBB) Health Department, you have the right to:

- Receive complete and current information about your diagnosis, treatment, and prognosis in terms you can be reasonably expected to understand
- Participate actively in determining a course of treatment for yourself
- Receive information that you need in order to give informed consent for any proposed procedure
 or treatment, including information about the risk, benefits and alternative to the proposed
 procedure or treatment
- Refuse treatment and be told what affect this may have on your health, and to be informed of the other potential consequences of refusal
- Request a second opinion from another physician
- Receive considerate and respectful care in a clean and safe environment
- Know by name the physicians, nurse and other staff members responsible for your care
- Refuse to take part in any research or educational projects
- Have privacy while in the Clinic, and confidentiality of all information and records regarding your care
- Designate an individual to represent you in making decisions regarding your treatment and health care
- Be provided with complete information about the Clinic's policies regarding patient rights, patient complaints and advance directives

Your Responsibilities

Rules and regulations regarding conduct are necessary to ensure that all patients are treated fairly and feel secure while being seen at the Clinic. Your cooperation in these responsibilities will help us provide quality care and service. Please....

- Provide accurate and updated information for your file.
- Follow the plan of care you, your physician, and your health care team have agreed upon
- Ask questions of your caregivers and communicate any concerns or wishes you may have.
- Respect the privacy and confidentiality of the other Clinic patients.
- Respect the staff of the LTBB Health Department by using considerate communication and behavior at all times. Yelling, cursing, and inappropriate language/behavior will not be tolerated.

If you have any questions about your rights, please contact the LTBB Health Director, Jody Werner at 231-242-1612.

Little Traverse Bay Bands of Odawa Indians
Health Department

1260 Ajijaak Ave. Petoskey, MI 49770 Telephone: 231.242.1700

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Little Traverse Bay Bands (LTBB) Health Department is required by law to maintain the privacy of every patient's health information, as required by the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996.

This notice describes how medical information about you may be used and how you can get access to this information. We are required by law to maintain the privacy and security of your protected health information (PHI). This notice applies to the PHI in our possession including the medical records generated by us.

As required by "HIPAA" we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes:

- **TREATMENT** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include a physical examination.
- **PAYMENT** means such activities as obtaining reimbursement for our services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- **OPERATIONS** include the business aspects of running our practice, such as conducting quality assessment and improvement activities, and utilization review. An example of this would be an internal assessment review.

We may also create and distribute unidentified health information by removing all references to individually identifiable information.

We will not use or share your information other than as described here unless you tell us we can in writing. You may revoke such authorization in writing, and we are required to honor and abide by that written request.

Although your health records are the physical property of the LTBB Health Department, the information belongs to you.

Little Traverse Bay Bands of Odawa Indians Health Department 1260 Ajjjaak Ave Petoskey MI 49770

1260 Ajijaak Ave. Petoskey, MI 49770 Telephone: 231.242.1700



As our patient you have the following rights when it comes to your health information:

- The right to 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 acted on your authorization or the authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim under the policy of the policy itself.
- The right to reasonably request to receive confidential communications of PHI from us by alternative means or at alternative locations.
- The right to inspect and receive a copy of your PHI.
- The right to request an amendment/correction to your PHI.
- The right to receive a listing of certain disclosures the LTBB Health Department has made of your PHI.
- The right to obtain a paper copy of the LTBB Health Department Notice of Privacy Practices from us upon request.

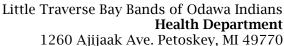
If you would like to exercise any of these rights, please submit a request in writing to our Privacy Officer.

We are required by law to maintain the privacy of your PHI and to provide you with notice of our legal duties and privacy practices with respect to your PHI.

This notice is effective as of June 25, 2020, and we are required to abide by the terms of this Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new Notice provisions effective for all PHI that we maintain. If we have made any change to the Notice of Privacy Practices, you will be notified during your next visit or by mail. It is required that you also sign a copy of the Notice of Privacy Practices on an annual basis.

You may file a complaint with us if you believe we have violated your privacy right. This can be done by notifying our Privacy Officer in writing of your complaint. Please use the Little Traverse Bay Bands of Odawa complaint form. We will not retaliate against your for filing a claim. You may file a complaint with the Secretary of Health and Human Services if you believe we have violated your privacy right.

For more information about HIPAA:
The US Department of Health & Human Services
Office of Civil Rights
200 Independence Ave SW
Washington, D.C. 20201



Mina MSKIKI Gumik

Telephone: 231.242.1700

PATIENT CONSENT FORM

The Little Traverse Bay Bands Health Department is committed to providing highly qualified services and ensuring a holistic approach for all Anishinaabe by respecting and intertwining both modern and traditional healing.

We want you to understand your right and responsibilities while receiving care within our organization. If you have any questions about this form, please ask prior to signing. If you are a parent/legal guardian of a child, please read this agreement with the understanding that "I" and "me" means the child.

AUTHORIZATION TO GIVE MEDICAL CARE-CONSENT TO TREAT:

I consent to outpatient care from the Little Traverse Health Clinic (Mina-Mskiki-Gumik) including medical treatment, examination, and routine diagnostic procedures—including routine laboratory work and administration of medication as deemed medically necessary in the professional judgement of my medical provider. I also understand that I have the option to refuse any health care services at any time without affecting my right to future care or treatment, and without risking the loss or withdrawal of any benefits to which I would otherwise be entitled.

TELEMEDICINE:

I understand that the Little Traverse Bay Bands Health Department may provide certain services by remote telehealth technology. Such telehealth services involve a health provider who is at a remote site at the time of the service, and, as such, telehealth often involves the transmission of video, audio, images, and other types of data. The remote health provider will determine whether the condition being diagnosed or treated is appropriate for telehealth, and I understand that there is no guarantee of diagnosis, treatment, or prescription. Further, I understand that I may have to travel to see a health provider in-person for certain diagnosis and treatment matters.

Possible Risks: Just like any other medical procedure, there are potential risk associated with the use of telemedicine. These risks include but may not be limited to:

- ➤ Information being transmitted may have poor sound or image quality to allow for appropriate medical decision making by the provider
- > Delays in medical evaluation and treatment could occur due to equipment failure
- ➤ In rare cases, a lack of access to complete medical records may result in adverse drug interactions or allergic reactions or other judgment errors;
- ➤ In very rare instances, there could be a security breach causing your PHI information to be leaked

<u>AUTHORIZATION TO RELEASE INFORMATION:</u> Based on the Privacy Act of 1974, P.L. 93-579, I hereby authorize the release of my personal health information (PHI) for referral to health care providers outside of the Little Traverse Bay Bands Health Department for the purposes of healthcare, treatment, and insurance claims, and any other community resources that assist me with my healthcare

needs; not excluding substance abuse, mental health, HIV/AIDS, STD's, etc. I authorize the release of my PHI to my insurers as necessary for determination and payment of benefits, including Medicare and Medicaid.

HEALTH INFORMATION EXCHANGE: The Little Traverse Bay Bands Health Department endorses, supports, and participates in Health Information Exchange (HIE) as a patient-centered care approach to improve the overall well-being of our patients. HIE allows us to efficiently share clinical information among the other providers within the LTBB Health Department (which includes Behavioral Health, Dental, and Community Health programs) to be able to treat the mind, body, and soul of our patients. This model helps foster communication and shared decision-making among your care team about treatment options that will best address your healthcare needs. I understand that I can submit a written request for restrictions with the Privacy Officer or Health Information Management (HIM) staff at any time.

NOTIFICATION OF PRIVACY: I have read and acknowledge receipt of the Notice of Privacy Practice.

<u>PATIENT RIGHTS AND RESPONSIBILITIES</u>: I have read and acknowledge receipt of the Patient Rights and Responsibilities

<u>CONSENT TO TREAT:</u> I have read and understand the information provided above regarding my care here at the Little Traverse Health Department, and all of my questions have been answered to my satisfaction.

Signature:	Date:	Time:_	AM/PM
Patient or Patient R			
If Not the patient: Relationship to	o Patient		
	FOR OFFICE USE ONLY		
□Patient Rec'd Copy of NPP		□Patient Rec'd Copy o	f PRR

CHART



Date Information Released:

Little Traverse Bay Bands Health Center 1260 Crane Ave Petoskey, MI 49770

Phone: (231) 242-1700 Fax: (231) 242-1717

	AUTHORIZATION TO F	RELEASE MEDICAL RE	ECORDS
Patient Name:	-	Date of Birth:	
Address:		_City:	State:Zip:
I authorize LTBB to:	□ Disclose to □ Receive from	☐ Both Disclose to a	and receive from
Name:		Phone #:	:
Address:			
the following informat	tion relative to treatment receiv	/ed from	rvices requested End date of Services requested
PLEASE CHECK REQUE	STED ITEM(S):	Start water or ser	Vices requested End date of Services requested
□ Behavioral Health□ Face Sheet	☐ Alcohol and Substance Abuse	e Records Dental Ir Other: _	te Medical Record (designated record set) mages Diabetes Management
The purpose for this r	request: 🗆 Legal 🗆 Insurance 🗆 P	'ersonal ☐ Continuati	ion of Care
□ Other			
By signing this author	rization form, I understand that	::	
My health informa	ation may be shared electronica	illy.	
	I have the right to request restr to carry out treatment, paymen	•	protected health information may be rations, or other disclosures.
• The sharing of my	health information will follow s	state and federal laws	s and regulations.
	the information in my health re se, acquired or mental health se	•	•
	y consent at any time; however, ased in response to this authori:		not apply to information that has
This authorization signed if not speci		xpire on	or one year after the date
•	information carries with it the p not be protected by federal con		rized re-disclosure, and the
Signature of Patient/P	Parent/Guardian/Legal Representative	D:	rate of Signature
	FOR OF	FICE USE ONLY	
Staff Person Releasin		ICL OOL OIVE	

Record #:

HEALTH HISTORY (Confidential)

Na	me:	Today's Date:												
Ag	Age: Date of Birth: Date of last physical examination:													
Reason for Today's Visit:														
Symptoms: Check (V) symptoms you currently have or have had in the past year														
Ge	neral	GASTROINTESTINAL				E, EAR, NOS	Ε,	THROAT	Re	product	tive Health	Re	produ	ctive Health
	Chills		Poor Appetite			Bleeding g	um	ıs		Breast I	_ump		Abno	ormal Pap
	Depression		Bloating			Blurred vis	ior	١		Erection	n difficulties		Bleed	ding between periods
	Fainting		Bowel Changes			Crossed ey	⁄es			Lump ir	n testicles		Breas	st Lump
	Fever		Constipation			Difficulty s	wa	llowing		Penis d	ischarge		Extre	me menstrual pain
	Forgetfulness		Diarrhea			Double vis	ior	1		Sore on penis			Hot F	lashes
	Headache		Excessive hunger			Earaches			CA	ARDIOPL	JLMONARY		Nipp	le discharge
	Difficulty sleeping		Excessive thirst			Ear Discha	rge	j		Chest P	ain		Painf	ul intercourse
	Weight loss		Gas			Hay fever				High Bl	ood Pressure		Vagir	nal discharge
	Nervousness		Hemorrhoids			Hoarsenes	S			Irregula	ar heart beat	Da	te of la	st menstrual period?
	Numbness		Indigestion			Hearing lo	SS			Low Blo	ood Pressure			
	Sweats		Nausea			Nosebleed	ls			Poor circulation		Date of last Pap Smear?		
М	JSCLE/JOINT/BONE		Rectal bleeding			Persistent	Со	ugh		Rapid F	leart Beat			
Pa	in/Weakness/		Stomach pain			Ringing in	eai	rs		Swelling of ankles		Have you had a mammogram?		
Nu	mbness in:		Vomiting			Sinus prob	ler	ns	Varicose Veins		Are you pregnant?			
	Arms		Vomiting Blood			Vision—Fla	ash	ies	Shortness of breath					
	Back	SKII	N			Vision—Ha	alo	S						
	Feet	ı	Bruise Easily		GE	ENITO-URINA	٩R	Y	_					
	Hands		Hives			Blood in U	Irin	ie	La	ast Color	noscopy/Colog	uard		
	Hips		tching			Frequent	urii	nation	R	esults:				
	Legs		Change in moles			Lack of bla	adc	ler						
	Neck		Rash			control								
	Shoulders	!	Scars			Painful Ur	ina	tion						
			Sore that won't hea	al										
Со	nditions: Check (√) co	nditi	ons you have or ha	ave l	nad	in the past								
	HIV/AIDS		Cancer	G	lauc	coma		Kidney Di	sea	se	Pneumonia			Tonsillitis
	Anemia		Cataracts	G	oite	r		Liver Dise	ase		Polio			Tuberculosis
	Anxiety		Chicken Pox	G	out			Measles			Prostate Prob	olem		Ulcers
	Arrhythmia (irregular heartbeat)		Chemical dependency	Н	eart	Disease		Migraine aches	Hea	d- Prenatal substance exposure			e	Vaginal Infections

Heart Murmur

High Cholesterol

Hepatitis

Hernia

Herpes

Depression

Diabetes

Eating Disorder

Emphysema

Epilepsy

Arthritis

Asthma

Bleeding Disorders

Breast Lump

Bronchitis

Miscarriage

Mumps

Pacemaker

Mononucleosis

Multiple Sclerosis

Sexually transmitted

Shortness of breath

Suicide Attempt

Thyroid Problems

Infection

Stroke

Other:

Other:

Other:

Other:

Other:

HEALTH HISTORY (Confidential)

							Today's Dat	e:		
		Med	lication (s)		Dose (e.g. m	g/pill)	How	many times per day?		
_										
		Д	Allergy					Rea	ction or Side E	
			er gy					ricu		
their living status	s. L=Liv	ving, D D	ecease, U=	Unknown. High		ily has h	ad the following		ns. In the first	column please indicate
heir living status		ving, D D	ecease, U=	Unknown. High		Stroke	ad the following Cancer (Type)	condition Colon Polyps	ns. In the first Depression	column please indicate Other
heir living status L Si	s. L=Liv Living	ving, D D	ecease, U=	Unknown. High Blood	Heart			Colon		
L St Mother	s. L=Liv Living	ving, D D Asthma	ecease, U= Diabetes	High Blood Pressure	Heart Disease	Stroke		Colon Polyps	Depression	
L Si Mother Father Sister/	s. L=Liv Living	Asthma	Diabetes	High Blood Pressure	Heart Disease	Stroke		Colon Polyps	Depression	
Mother Father Sister/ Brother Maternal	s. L=Liv Living	Asthma	Diabetes	High Blood Pressure	Heart Disease	Stroke		Colon Polyps	Depression	
Mother Father Sister/ Brother Maternal Grandmother Maternal	s. L=Liv Living	Asthma	Diabetes	High Blood Pressure	Heart Disease	Stroke		Colon Polyps	Depression	
their living status	s. L=Liv Living	Asthma	Diabetes	High Blood Pressure	Heart Disease	Stroke		Colon Polyps	Depression	

HEALTH HISTORY (Confidential)

			Hos	pitalizations		
Year				Hospital		Reason for Hospitalization and Outcome
Have you ever had a blood transfus	ion 🗆 Yes	□ No				
If yes, please give approximate date	es:					
Serious Illness/Injuries				Date		Outcome
			Wor	nen s Health		
Number of pregnancies				Number of	abortions	
Number of Deliveries				Number of	Miscarriages	
Social History:						
Caffeine ☐ Energy Drir	nks □ Coffee	Pop/Sc	da 🗆 O	ther	Marijua	ana Medical or Recreational
Tobacco 🗆 Never 🗆 Co	urrent 🗆 Fo	ormer : qui	t:		Drugs	
If current # o	of packs/day	# of years			If yes, p	please describe:
Other Tobacco	ar □ Snuff	□ Chew			Exercise	e: Do you exercise regularly:
Are you inter			es □No			, , , , , , , , , , , , , , , , , , , ,
Alcohol If yes, # of dr	inks per we	ek				
0 : 10 1 1 1 1				C 11 :		
Occupational Concerns check (V) if	your work	exposes yo	ou to the	e tollowing:		
Stress						
Hazardous Substances						
Heavy Lifting						
Other						
Your Occupation:						
I certify that the above information sible for any errors or omissions that						ny doctor or any member of his/her staff respon-
Signatur	e					Date
Reviewe						Date