

Saltville Community Health Center 308 West Main Street P.O. Box 729 Saltville, VA 24370

Phone: (276) 496-4433 Fax: (276) 496-5923

## Welcome!

We would like to take this opportunity to welcome you to our organization. We want to thank you for trusting us to be your primary medical care provider. Our mission is to provide care for all of your health needs. We provide care using a holistic approach for prevention and treatment. All of our services are integrated to provide you with the best possible outcomes.

Southwest Virginia Community Health Systems, Inc. provides services in Saltville, Tazewell, Meadowview and Bristol VA/TN areas. The services offered are primary medical, dental, vision, addiction recovery, and behavioral health. Please visit our website, svchs.com, for more detailed information about our services and locations.

Enclosed with this communication are the forms that you need to bring to your first visit. It is very important that you bring your Insurance information and a picture identification card, as well. (A driver's license is preferred).

If you have questions relating to your visit, please feel free to contact our staff at 276-496-4492.

Respectfully yours, Bryan Haynes, Executive Director Thank you for choosing Southwest Virginia Community Health Systems, Inc. to handle your healthcare needs.

Please take a few minutes to review and complete the Patient Demographics form as well as the General Consent form.

If you need a slide fee application or would like to review our Privacy policy, they are available on our website www.svchs.com.

Please remember to bring these forms with you to your first visit. We look forward to serving you in the future.

## **Patient Rights**

This health center was created to serve the needs of your community. We want you to be an active part of your treatment here.

- We want you to know what you can expect from us. We want you to be informed about our policies regarding confidentiality, treatment of minors, and other ethical issues. There are some situations, however, when the law itself determines what we must do.
- We want you to know your rights as a patient of this center and to exercise them. A patient who participates in his or her care helps to create a successful outcome.
- You have a right to a reasonable response to your requests for treatment within the scope of the health center's mission, capacity, and regulations.
- You have a right to considerate and respectful care.
- You have a right to confidential treatment. You also have the right to approve or disapprove the release of any disclosures or records, except when release is required by law.
- You have a right to information about your diagnosis, treatments, and prognosis. This information will help you to make informed decisions regarding your care,
- You have the right to prompt and effective pain management and to be informed by staff about available measures
- You have the right to access any information contained in your medical record.
- You have the right and responsibility to participate in decisions about the intensity and scope of your treatment, within the limits of the health center's mission and applicable laws.
- You have the right to care which takes into consideration your psychosocial, spiritual, and cultural values.
- You have the right to accept medical care, or to refuse treatment, to the extent permitted by law. You also have the right to be informed of the medical consequences of refusing treatment.
- You have the right to participate in the consideration of ethical issues that arise in your care.
- You guardian, next of kin, or legally authorized responsible person can exercise your rights for you if you have been medically or legally determined to be unable to participate yourself.
- You have the right to be informed of any research or experimentation which could affect your care. You may then decide whether or not you want to participate in it.
- You have the right to be made aware of advanced directives and to know how this organization will respond to such advance directives.

This Information about patient rights can be found m: The Joint Commission's Comprehensive Accreditation Manual for Ambulatory Care, 2000.

## PATIENT "NO SHOW" POLICY SUMMARY

Our patients are strongly urged to keep their appointments. If you cannot make your appointment, please be sure to call as soon as possible when you know you will not be able to come for your visit. "No show" patients (those who don't call & cancel/reschedule, without at least an 2 hour notice or simply do not show up for a scheduled appointment), cause us to hold appointments that would otherwise be used by someone who is ill and may need to be seen by a provider.

**SVCHS, Inc.'s** policy regarding "no shows" is as follows:

- 1. **First "no show" occurrence** Our staff will call to find out the reason for missing your visit and offer to make another appointment for you.
- 2. **Second "no show" occurrence** You will receive a letter from our staff warning you of the consequences of not presenting for your visit.
- 3. **Third "no show" occurrence** will constitute a "non-compliance issue" which will be discussed with your Care Team. The Care Team determines the severity of the action and determines the outcome. The third "no show" could result in a patient dismissal or necessitate a "Cancellation Status" for the patient. "Cancellation Status" means that if a patient needs to be seen by our providers, they must contact the office after 10:00 a.m. to check for the next available appointment.
- 4. If you are more than 10 minutes late for your appointment, you will be considered a "no show" and will have to reschedule your appointment for another day.

As partners in your care, we respect and acknowledge the confidence you show in our organization by allowing us to participate in your care. By the same token we ask that you respect us and accept responsibility for keeping your appointments as scheduled.

We look forward to a long and rewarding provider/patient relationship and welcome you to our facility.

Thank you & Welcome!

8-13-2021 -No show policy summary

## General Consent

	Name:		DOB:	SSN:	
1. 2. 3.	I authorize SVCHS to file my insurance for ser regard to my insurance coverage and my person	formation necessary to process vices rendered. I request that p hal information is correct. I uncoronically through a safety net and that I am, as a patient, requ	payment be made directly to SV derstand that I am responsible for Internet portal. I understand that tired to abide by the policies of	copy of the authorization to be used in place of the CHS. I certify that the information that I have report or any and all balances that my insurance company of t I am responsible for all charges incurred regardles SVCHS, Inc.	ted with does no
	I give my consent to the medical staff of SVCH health care, and health maintenance care as dee sign this consent for treatment.) A "Behavioral address medical conditions associated with acut	med medically necessary. (If the Health Consultant" is a member and chronic mental and emotions.	he above named individual is a per of the primary care team that ional disordered conditions. The	nedical treatment, preventive health care, behaviora minor at the time of consent, a parent or legal guardi works closely with your medical provider to recogn re is only one electronic health record used between	ian mus nize and
4. a.	someone else, you must designate who you was If we are unable to get in touch with you or so	eping your medical and account to have access to this information one calls the office about your	nt information private and confination and give us your signed p you, please list family members	dential. In order for us to share any of your informat	medica
	Name	Relationship	Phone#	Date	
b.	Name  If you wish to designate someone else	_		Date and balance information, please list below	v.
	Name	Relationship	Phone#	Date	
c.	Name	Relationship ou have an answering ma	Phone#achine, do we have your p	Date permission to leave a message?	
	Yes No				
5.	DATA PARTICIPANT may make your medica fulfill Data Participant's obligations to release y			ansmit your medical information to a third party, in	order to
	PATIENT'S SIGNATURE			DATE	
	PARENT/GUARDIAN SIGNATURE	<u> </u>		DATE	
	WITNESS SIGNATURE			DATE	
	(THIS CONSENT FORM WILL BE U	SED AS NEEDED. YOU MA	Y REVOKE OR CHANGE AN	Y OF THE ABOVE CONSENTS AT ANYTIME.)	)
	Interpreter (if necessary)				
	Date:				

2021 Consent Revised

#### ADULT PATIENT DEMOGRAPHIC FORM

# PERSONAL INFORMATION: NAME: First Middle Last PREFERRED NAME: ADDRESS:\_\_\_ PO BOX PHYSICAL ADDRESS/STREET ADDRESS CITY STATE ZIP TELEPHONE: HOME CELL\_\_\_OTHER\_\_\_\_ EMAIL ADDRESS: DATE OF BIRTH: \_\_\_\_\_ SEX: Male\_\_\_\_\_ Female\_\_\_\_ MARITAL STATUS: Single\_\_\_\_\_ Married\_\_\_\_\_ Divorced\_\_\_\_ Other\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ STUDENT: Full -Time Part -Time No RACE: American Indian or Alaskan Native \_\_\_\_\_ Asian \_\_\_\_ Black or African American \_\_\_\_ Native Hawaiian or other Pacific Islander \_\_\_\_\_ White \_\_\_\_ Refused to respond \_\_\_\_\_ ETHNICITY: Hispanic \_\_\_\_\_ Non-Hispanic \_\_\_\_\_ Refused to respond \_\_\_\_\_ RESPONSIBLE PERSON FOR PAYMENT: PHONE:\_\_\_\_\_ NAME: ADDRESS: RELATIONSHIP TO PATIENT: HOMELESS? YES\_\_\_NO\_\_\_ IN TRANSITION? YES\_\_\_ NO\_\_\_ **EMPLOYMENT INFORMATION:** EMPLOYER NAME: EMPLOYER ADDRESS:

EMPLOYMENT STATUS: Full-time\_\_\_\_\_\_ Part-time\_\_\_\_\_ Unemployed\_\_\_\_\_

EMPLOYER PHONE NUMBER:\_\_\_\_\_

FINANCIAL INFORMATION - RANGE OF INCOM	<b>IE PER YEAR:</b> # in	household (including yourself)
\$0 - \$5,000	t to give this information 5,001 - \$10,000 20,001 - \$25,000 35,001 - \$40,000 50,001 - \$55,000 70,001 - \$75,000	\$10,001 - \$15,000 \$25,001 - \$30,000 \$40,001 - \$45,000 \$55,001 - \$60,000 \$75,001 or higher
Do you feel financially strained? YES NO		
EMERGENCY CONTACT:		
NAME:		
ADDRESS:		
TELEPHONE NUMBER:		
RELATIONSHIP TO PATIENT:		
INSURANCE INFORMATION:		
INSURANCE NAME:		
SUBSCRIBER NAME:		
SUBSCRIBER ID#		
GROUP #	EFF. DATE	
INSURANCE PROVIDED BY EMPLOYER? Yes	No	
IS PATIENT COVERED BY INSURANCE? Yes	No	
PATIENT RELATIONSHIP TO SUBSCRIBER:		
SECONDARY INSURANCE (if applicable)		
SUBSCRIBER NAME:	ID#	
GROUP #	EFF. DATE	

**1-24-2023 Demographic-revised** SVCHS – page 2

## \*\*\*IMPORTANT\*\*\*

PHARMACY		PHONE	
ADDRESS			
Translator or interpreter required?:	Yes	No	
Patient (or) Guardian Signature		Date:	

## Please check one:

PATIENT'S SEXUAL ORIENTATION	PATIENT'S GENDER IDENTITY
Lesbian or Gay	Male
Straight (not Lesbian or Gay)	Female
Bisexual	Transgender Male/Female to Male
Something else	Transgender Female/Male-to-Female
Don't know	Genderqueer (neither exclusively male or
	female)
Choose not to disclose	Other
	Choose not to disclose

### Note:

Collection of this information is a requirement for Community Health Centers in reporting to our Federal granting agency. No names will be attached to collection of this data, only the numbers will be reported.

If you do not wish to answer, please use the "Choose not to disclose" option which is the last option on the chart.

Thank you for your cooperation,

Southwest Virginia Community Health Systems, Inc.

8-13-2021 SOGI – final edit

## **MEDICAL HISTORY**

<b>NEW PATIENT INFORMA</b>	TION			
Last Name	First		M.I.	DOB
Previous or Current Primary Care Physician:	1			'
Primary Care Physician Phone:				
Date of last physical exam:				
PLEASE LIST ANY OTHER PH	IYSICIANS TH	AT CONTRIBUTE	TO YOUR HE	EALTH CARE
NAME	CONTACT NUMBER	SPECIALTY		DATE OF LAST VISIT
<b>CURRENT MEDICAL PRO</b>	<b>DBLEMS</b>			
Please list any concerns or problen	ns you would like	e to address with your	physician:	
MEDICATIONS				
Provide Your Local Pharmacy Nam	ne and Phone:			
List your prescribed and over-the-c		ons (i.e., vitamins, asp	irin, inhalers)	
Medication	Strength		Frequency Ta	aken
Wedleuton	Buength		Trequency To	tken

MEDICAL HIS Current and past medical diag		nat apply)					
☐ High Blood Pressure	☐ Kidney stones		☐ HIV/A	IDS	☐ Insom	nia	☐ Hypogonadism
☐ Diabetes	☐ Enlarged p	☐ Enlarged prostate		tis C	☐ Depre	ssion	☐ Bladder Cancer
☐ High cholesterol	☐ Urinary in	continence	Cirrho	sis	☐ Osteop	porosis	☐ Kidney Cancer
Heart disease	☐ Chronic pa	iin	☐ Stoma	ch ulcer	☐ Osteop	penia	☐ Prostate Cancer
☐ Heart attack	Arthritis, d	legenerative	☐ GERD	/reflux	☐ Conge	stive heart	☐ Cancer (specify)
Abnormal heart valve	☐ Arthritis, r	heumatoid	☐ Irritab	le bowel	Crohn	's disease	☐ Cancer (specify)
☐ Heart failure	Arthritis, g	gout	☐ Seizur	es	☐ Ulcera	tive Colitis	☐ Cancer (specify)
Stroke	☐ COPD		☐ Migrai	ne headaches	☐ UTI		Other (specify)
☐ Kidney disease	☐ Asthma		☐ Sleep	apnea	☐ Erectil	e dysfunction	Other (specify)
☐ Thyroid problems	☐ Glaucoma		☐ Anxiet	y	Curren	tly pregnant?	☐ Previous pregnancies
					delivery date:	# times	
☐ Blood clots, legs	☐ Blood clot	s, lungs	Exposure t	o: Asbestos	Chemicals	☐ Ionizing Ra	diation
ALLERGIES T Check here if you ha							
Medication		Reac	tion You	Had			
		1					
<b>IMMUNIZATIO</b>		<b>DATES</b>					
If checked, please provide dat  Influenza	e(s)	☐ Hen	ntitic R			MMR (meas	les, mumps, rubella)
			Hepatitis B Shingles/Zoster		Tdap (tetanus, diphtheria, pertussis)		
Pneumonia			g1cs/ ZUSICI			ruap (tetanu	s, агришена, ренизмя <i>)</i>
HEALTH SCRI			1	Date	ъ .	1	
Mammogram		Iormal	bnormal	Date:	Provi	uer:	

		Death	Attack			Problems
Relative	Ag	ge at Time of	Attack	Strok	e Cancer	Problems
D 1 4		rrent Age or	Heart			Other Health
FAMILY HISTORY						
					1 .	
PAST HOSPITALIZ Reason	ATION	Year			Hospital	
DACT HOCDITAL 17	ATION	2				
Operation Operation	X I	Year			Surgeon	
SURGICAL HISTOI	$\mathbf{RV}$					
Eye exam	☐ Norma	l Abnormal	Date:	Provi	der:	
Bone density (DEXA)	☐ Norma	l Abnormal	Date:	Provi	der:	
Pap smear	☐ Norma	l Abnormal	Date:	Provi	der:	
Fecal occult blood	☐ Norma	l Abnormal	Date:	Provi	der:	

			□ No □ Yes	□ No □ Yes	□ No □ Yes	
Sibling   Living	Deceased		At age:	At age:	Type:	
			□ No □ Yes	□ No □ Yes	□ No □ Yes	
Sibling   Living	Deceased		At age:	At age:	Type:	
			□ No □ Yes	□ No □ Yes	□ No □ Yes	
Sibling   Living   Deceased			At age:	At age:	Type:	
Grandmother: Mat	ernal		□ No □ Yes	□ No □ Yes	□ No □ Yes	
☐ Living ☐ Deceased	cinai		At age:	At age:	Type:	
Grandfather: Mate	rnal		□ No □ Yes	□ No □ Yes	□ No □ Yes	
	illai		At age:	At age:	Type:	
☐ Living ☐ Deceased			Att age	rit ago	1 ypc	
Grandmother: Paternal			□ No □ Yes	□ No □ Yes	□ No □ Yes	
☐ Living ☐ Deceased			At age:	At age:	Type:	
Grandfather: Paternal			□ No □ Yes	□ No □ Yes	□ No □ Yes	
☐ Living ☐ Deceased			At age:	At age:	Type:	
SOCIAL HISTORY						
Place of Birth:	OKY					
Occupation:				Tr	avel outside of	USA: No 🗆
				W		CS/1.   No
	What is your highest education: ☐ High School ☐ Some college ☐ College graduate ☐ Advanced degree					
Marital Status:	Single Partner	red/Significant Other	Married   Separa	ted Divorced	Widowed	
Alcohol Do you drink alcohol?						□ No □ Yes
	If yes, what	kind?				
	How many drinks per week?					
	Are you con	scerned about the a	mount you dri	nk?		□ No □ Yes
Tobacco	Do you use	tobacco?				□ No □ Yes
	Cigarettes#/day	pks/day	#/day	#/day 🗌 🕻	Cigars#/day	☐ E-cigarettes/vaping

	Number of years used: Year quit:						
Sex	How many sexual partners have you had in the past six months?						
	Illness related to the Human Immunodeficiency Virus (HIV), such as AIDS, has become a major public health problem. Risk factors for this illness include intravenous drug use and unprotected sexual intercourse. Would you like to speak with your provider about your risk of this illness or other sexual transmitted diseases?	□ No □ Yes					
Personal Safety	Do you live alone?	□ No □ Yes					
	Do you have frequent falls?	□ No □ Yes					
	Do you have vison or hearing loss?	□ No □ Yes					
	Do you have an Advance Directive or Living Will?	□ No □ Yes					
	Would you like information on creation of these?	□ No □ Yes					
Depression	In the past two weeks have you felt down, depressed or hopeless?	☐ No ☐ Yes					
	In the past two weeks have you felt little interest or pleasure in doing things?	□ No □ Yes					
Anxiety	In the past two weeks have you been feeling nervous, anxious, or on edge?	□ No □ Yes					
	If yes the how frequently:   Several Days   More than half the days   Nearly every day						
	In the past two weeks have you not been able to stop or control worrying?	□ No □ Yes					
	If yes the how frequently:   Several Days   More than half the days   Nearly every day						
Exercise	Sedentary (No exercise)						
	☐ Mild exercise (i.e., climb stairs, walk 3 blocks, golf)						
	Occasional vigorous exercise (i.e., work or recreation, less than 4x/week for 30 minutes)						
	Regular vigorous exercise (i.e., work or recreation, 4x/week for 30 minutes)						
Domestic	Over the last 12 months, has anyone close to you hurt, hit or threatened you?	□ No □ Yes					
Drugs	Do you currently use recreational or illicit drugs?	□ No □ Yes					
	Have you ever given yourself street drugs with a needle?	□ No □ Yes					

### **Permission for Telehealth Visits**

#### What is telehealth?

Telehealth is a way to visit with healthcare providers, such as your doctor, nurse practitioner, or dentist.

You can talk to your provider from any place, including your home. You don't go to a clinic or hospital.

#### How do I use telehealth?

- You talk to your provider by phone, computer, or tablet.
- Sometimes, you use video so you and your provider can see each other.

#### How does telehealth help me?

- You don't have to go to a clinic or hospital to see your provider.
- You won't risk getting sick from other people.

### Can telehealth be bad for me?

- You and your provider won't be in the same room, so it may feel different than an office visit.
- Your provider may make a mistake because they cannot examine you as closely as at an office visit. (We don't know if mistakes are more common with telehealth visits.)
- Your provider may decide you still need an office visit.
- Technical problems may interrupt or stop your visit before you are done.

### Will my telehealth visit be private?

- We will not record visits with your provider.
- If people are close to you, they may hear something you did not want them to know. You should be in a private place, so other people cannot hear you.
- Your provider will tell you if someone else from their office can hear or see you.
- We use telehealth technology that is designed to protect your privacy.
- If you use the Internet for telehealth, use a network that is private and secure.
- There is a very small chance that someone could use technology to hear or see your telehealth visit.

## What if I try telehealth and don't like it?

- You can stop using telehealth any time, even during a telehealth visit.
- You can still get an office visit if you no longer want a telehealth visit.
- If you decide you do not want to use telehealth again:
  - o call 276-496-4433 chose your clinic site and say you want to stop

o It will be as if you never signed this form.

## How much does a telehealth visit cost?

- What you pay depends on your insurance.
- A telehealth visit will not cost any more than an office visit for a medical visit. A teledentistry visit could cost more than an in person visit.
- If your provider decides you need an office visit in addition to your telehealth visit, you may have to pay for both visits.

## Do I have to sign this document?

No. Only sign this document if you want to use telehealth.

## What does it mean if I sign this document?

If you sign this document, you agree that:

- We answered all your questions.
- You want a telehealth visit.

If you sign this document, we will give you a copy.

Your name (please print)	Date
1 /	
Your signature	Date

# **Social Determinants of Health Questionnaire**

SVCHS cares about your safety and well-being. Please take a moment to answer the following three questions.

Thank you!
In the past year, have you or any family members you live with been unable to get any of the following when it was really needed? Check all that apply.
<ul> <li>□ Food</li> <li>□ Clothing</li> <li>□ Utilities</li> <li>□ Child care</li> <li>□ Medicine or any health care (medical, dental, mental health, or vision)</li> <li>□ Phone</li> <li>□ Other (please write in notes)</li> <li>□ I do not have problems meeting my needs</li> <li>□ I choose not to answer this question</li> </ul>
Has lack of transportation kept you from medical appointments, meetings, work, or from getting things needed for daily living?
<ul> <li>☐ Yes, it has kept me from medical appointments or from getting my medications</li> <li>☐ Yes, it has kept me from non-medical meetings, appointments, work, or getting things needed for daily living</li> <li>☐ No</li> <li>☐ I choose not to answer this question</li> </ul>
Do you feel physically and emotionally safe where you currently live?  Yes No Unsure I choose not to answer this question