



The Community Health Clinic

Greetings,

Welcome to The Community Health Clinic (the CHC), a medical genetics clinic. You have expressed interest in obtaining an appointment at the CHC for yourself or your child, or another doctor has referred you or your child for an appointment. Our geneticist, Dr. Ammous, is seeing new patients at this time. If you care to follow through as a new patient, please fill out the enclosed paperwork in entirety and send back to me at the enclosed address. Any areas requesting a witness signature you may leave blank. The medical secretary will sign those as they come in.

In regards to insurances, we accept Medicaid, Medicare and PCGM. All other insurances are self-pay on the day of appointment, with forms provided by our office at checkout for billing/reimbursement through your individual insurance company.

Once your paperwork has been returned, I will obtain all available medical records, after which our doctor will review. Appointments will then be scheduled after all medical records have been obtained. Thank you.

Sincerely wishing you and yours health,

The Community Health Clinic
315 Lehman Avenue, Suite C
PO Box 9
Topeka, IN 46571 260-593-0108, clinic phone 260-593-0116 clinic fax



The Community Health Clinic

PATIENT INFORMATION

Patient Name: _____ Alias Name _____

Social Security # _____ Male/Female _____ Date of Birth: _____

Street Address: _____ City, State, Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Employed ? Y or N Employer: _____ Status: Full time/Part time

Patient's Primary Care Physician: _____ Phone #: _____

Preferred hospital: _____ Preferred pharmacy: _____

Married?: Y or N Spouse's Name: _____

Father's Name: _____ Mother's Maiden Name: _____ Date of birth: _____

Father's Address: _____ Mother's Address: _____

Emergency Contacts/Relationships: _____ Phone #: _____

_____ Phone #: _____

RESPONSIBLE FOR PAYMENT

Patient Guarantor: _____ Relationship to Patient: _____

Social Security #: _____ Date of Birth: _____

Street Address: _____ City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Guarantor's Employer & Address _____

Primary Insurance or Self Pay (circle one) Is there insurance you would like us to bill today? **Y or N**

Insurance Company: _____ ID/Policy #: _____

Group #: _____ Effective Date: _____

Address for Claims: _____

*****If you do not have insurance, would you like to obtain information on how to apply?** [] Yes [] No

If yes, please check any of the following you may be interested in.

[] Children's Special Healthcare Services(CSHCS) [] Indiana Medicaid

[] Medicare/State Health Insurance Assistance Program(SHIP) [] First Steps

[] Woman's, Infant and Children's Program (WIC)



The Community Health Clinic

CONSENT TO TREAT MINOR

I, _____, parent or legal guardian of _____, do hereby voluntarily consent to any medical care determined by the Community Health Clinic medical team to be necessary for the welfare of my child. This includes diagnostic and treatment procedures judged necessary by the medical team. I acknowledge no guarantees have been made to me as to the result of such treatment.

By signing below, I acknowledge that I have read and understand the above consent to treatment. If I do not understand, I will ask for it to be explained in terms I fully understand.

Signature of Parent/Legal Guardian: _____ Date: _____

Print Name: _____

Witness Signature: _____

MEDICAL PAYMENT AND FINANCIAL RESPONSIBILITY

I hereby assign, to the physician(s), all insurance payments for medical services rendered to my dependent or me. I understand that I am financially responsible to the Community Health Clinic for the health services rendered to the above listed patient. If for any reason the account should become delinquent, I agree to pay for all rebilling charges, collection costs and reasonable legal fees.

Signature of Responsible Party: _____ Print: _____

Witness Signature: _____

PATIENT EDUCATION INFORMATION

We are required to provide information regarding health related issues and the possible affects they may have on children and pregnant mothers. Your signature below is acknowledgement that you have received patient education information.

Signature of Parent or Legal Guardian _____ Date: _____

Print Name: _____

III 08/14

CCCHCCONS



The Community Health Clinic

CONSENT TO TREAT

I, _____, do hereby voluntarily consent to any medical care determined by the Community Health Clinic medical team to be necessary for my welfare. This includes diagnostic and treatment procedures judged necessary by the medical team. I acknowledge no guarantees have been made to me as to the result of such treatment.

By signing below, I acknowledge that I have read and understand the above consent to treatment. If I do not understand, I will ask for it to be explained in terms I fully understand.

Signature: _____

Date: _____

Print Name: _____

Witness Signature: _____

MEDICAL PAYMENT AND FINANCIAL RESPONSIBILITY

I hereby assign, to the physician(s), all insurance payments for medical services rendered to me. I understand that I am financially responsible to the Community Health Clinic for the health services rendered to the above listed patient. If for any reason the account should become delinquent, I agree to pay for all rebilling charges, collection costs and reasonable legal fees.

Signature: _____ Print: _____

Witness Signature: _____

PATIENT EDUCATION INFORMATION

We are required to provide information regarding health related issues and the possible affects they may have on children and pregnant mothers. Your signature below is acknowledgement that you have received patient education information.

Signature: _____ Date: _____

Print Name: _____

III 08/14

CCCHCONS



The Community Health Clinic

NOTICE OF PRIVACY PRACTICES

We are required by law to maintain the privacy of, and provide individuals with this notice of our legal duties and privacy practices with respect for protected health information. If you have any objections to this form, please ask to speak with our HIPAA compliance officer in person or on the phone (260) 593-0108.

Your signature below is acknowledgement that you have received this Notice of Privacy Practices.

Signature of PATIENT or Parent/Legal Guardian _____

Print Name: _____ Date: _____

HIPAA FAMILY MEMBER/FRIEND INFORMATION

According to HIPAA privacy standards, the Community Health Clinic, may share protected information with family members or friends who are involved in the patient's care as long as the patient or personal representative has an opportunity to object. If the patient is unable to object, for whatever reason, we will use our professional judgment.

To enable us to share this information with specific family members or friends according to your wishes, please list specific names and relationships below of those individuals with whom your protected health information can be shared. You must sign and date this section.

The following family members or friends can receive my protected health information as necessary for my care or payment for that care:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Patient or Parent/Legal Guardian: _____

Date: _____

You may choose to change or revoke this consent at any time.



**The Community
Health Clinic**

Date: _____

Patient's Name: _____

Date of Birth: _____

Please provide a list of physician's involved in patient's care

Physician's Name _____

Specialty _____

Address _____

Phone Number _____ Fax Number _____

Physician's Name _____

Specialty _____

Address _____

Phone Number _____ Fax Number _____

Physician's Name _____

Specialty _____

Address _____

Phone Number _____ Fax Number _____

Physician's Name _____

Specialty _____

Address _____

Phone Number _____ Fax Number _____

Physician's Name _____

Specialty _____

Address _____

Phone Number _____ Fax Number _____ CCPPCL _____



The Community Health Clinic

PATIENT AUTHORIZATION FOR PRACTICE TO OBTAIN PROTECTED HEALTH INFORMATION

I hereby request The Community Health Clinic and its medical staff and employees to obtain the following identified information:

Medical Records, to give testimony by deposition or otherwise, with regard to:

_____		_____	
Patient's Name		Date of Birth	
_____		_____	
Address		City	State Zip Code

This information is being requested for said patient's continuing care with

Dr. Zineb Ammous, M.D. at the medical facility listed below:

The Community Health Clinic
 315 Lehman Avenue, Suite C
 Topeka, IN 46571
 Phone: 260-593-0108 Fax: 260-593-0116

IN ORDER TO OBTAIN (Check ONE of the following)

- Complete Medical Record: any and all diagnostic testing (inclusive of genetic), imaging/radiology and notes there from, doctors' dictations and any other information helpful in treating above patient**
- Other** _____

•This Authorization will be considered valid for the period of time above stated person is a patient with the Community Health Clinic.

•I understand that The Community Health Clinic may not require me to sign this Authorization as a condition to providing health care treatment to me.

•I understand that this Authorization is subject to revocation at any time, except to the extent that action has been taken in reliance on this Authorization. In order to revoke this Authorization, I must deliver a revocation, in writing, to The Community Health Clinic and that after such revocation is delivered to The Community Health Clinic, no further information will be furnished pursuant to this Authorization

•When my information is used or disclosed pursuant to this Authorization, it may be subject to redisclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule.

Signed by: _____

Signature of Patient or Legal Guardian	Relationship to Patient	Date
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CHC Family Health History Questionnaire

It is important for us to have an accurate and complete picture of the health and special needs of your family. Please answer the questions below to the best of your knowledge. Prior to your visit, we will review this information as it pertains to you/your family member's visit.

PATIENT NAME: _____

1. Date of birth (MM/DD/YYYY): _____

2. Gender: Male Female

3. Is the patient adopted? Yes No

4. Race: _____

5. Ethnicity (where your relatives are originally from, example: Europe – Germany):

6. Do you have an Amish, Mennonite, or Ashkenazi Jewish background?

No

Yes (please specify):

Amish: _____

Mennonite: _____

Ashkenazi Jewish: _____

Other: _____

7. During your visit with the CHC what are your goals:

a. Diagnosis: Help find a diagnosis for yourself/your child/family member.

b. Genetic Counseling: Understand a genetic condition that you/your child/family member has been diagnosed with.

c. Second Opinion

d. Other: _____

8. Has the patient ever seen a geneticist before:

No Yes (Name of Doctor): _____

9. Has the patient ever had genetic testing done before:

No Yes (Ordering Doctor/Where/What tests): _____

CCGEN

DATE: _____ Initial _____

10. Please describe the concerns you have for you/your child/family member and their symptoms? _____

11. Does the patient have any of the following? If yes, please describe.

Birth defects	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Trouble reaching developmental milestones (sit, crawl, walk, talk, etc.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Loss of developmental milestones previous achieved	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Slow learning, intellectual disability	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Difficulty feeding/digestive issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Digestive Issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Growth or height issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Seizures or staring spells	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Hearing loss, deafness, or other ear issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Visual impairment, blindness, or other eye issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Cancer	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Hair or skin problems or unusual spots	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Unusual lumps or growths on body	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Heart problems (birth defect, cardiomyopathy, heart beat irregularity)	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
High or low muscle tone (tight or weak muscles)	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Recurring infections	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Abnormal behavior	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Autism or autistic-like features	<input type="checkbox"/> No	<input type="checkbox"/> Yes:

DATE: _____ Initial _____

Lung or breathing problems	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Movement problems	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Other medical problems	<input type="checkbox"/> No	<input type="checkbox"/> Yes:

12. Does the patient have any other known diagnoses or special needs? Please list: _____

13. Did the patient have newborn screening (PKU test) completed:
 No
 Yes: Normal Abnormal (please explain): _____

14. For the parents of the patient: Were there any problems during the pregnancy or the birth of this child?
 No Yes (please explain): _____

About the Parents of the Patient

- Are the patient's parents related by blood (example – 1st cousins, 2nd cousins, etc.)?
 No Yes (please explain): _____
- Are the patient's grandparents related by blood (example – 1st cousins, 2nd cousins, etc.)?
 No Yes (please explain): _____
- Has the mother of the patient had any of the following (please specify how many of each)?
 Miscarriages: _____ Stillbirths: _____
- Please complete the table below. Please refer to the table on page 1 to help guide your answers about health issues or special needs.

Relative	Status	Age (or age deceased)	Health issues or special needs
Father	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Mother	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		

About the Brothers and Sisters of the Patient

- How many full siblings (same mother and same father) does the patient have?
 Brothers: _____ Sisters: _____
- Are any of these brothers or sisters a twin to the patient or to each other?
 No Yes (please explain): _____
- Does the patient have any half-brothers or half-sisters from a different father?

DATE: _____ INITIAL: _____

- No Yes (please list): # half-brothers _____ # half-sisters _____
4. Does the patient have any half-brothers or half-sisters from a different mother?
- No Yes (please list): # half-brothers _____ # half-sisters _____
5. Does the patient have any adopted brothers or sisters?
- No Yes (please list): # half-brothers _____ # half-sisters _____
6. Are all of the siblings living?
- No (please specify): _____
- Yes
7. Do any of the patient's siblings have any health issues or special needs? Please refer to the table on pages 1-2 above to help guide your answers.
- No Yes (please explain below and list names and ages of any siblings described)
-
-

About the Grandparents, Aunts, Uncles, and Cousins

Please list any health issues or special needs for the people below. Please refer to the table on pages 1-2 to help guide your answers about health issues or special needs. Paternal means on the father's family. Maternal means on the mother's family. For example:

Paternal grandfather = the patient's grandfather on the father's side of the family.

Maternal cousin = the patient's cousins on the mother's side of the family.

Grandparents

Relative	Status	Age (or age deceased)	Health issues or special needs
Paternal grandfather	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Paternal grandmother	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Maternal grandfather	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		
Maternal grandmother	<input type="checkbox"/> Living <input type="checkbox"/> Deceased		

Aunts, Uncles, Cousins

Relative	How many does the patient have?	Are any of these people deceased? If yes, please explain and include age and cause of death	Health issues or special needs for any of these relatives?
Paternal Aunts			
Paternal Uncles			
Paternal Cousins			

DATE: _____

INITIAL: _____

Maternal Aunts			
Maternal Uncles			
Maternal Cousins			

1. Is anyone else in your family listed above adopted? Yes No
2. Is there anyone else in the extended family not listed above with any special diagnoses, special needs, or other medical problems that you think may be related to the patient's special needs or health issues?
 - No Yes (please specify): _____

CCGEN

DATE: _____

INITIAL: _____



The Community Health Clinic

CONSENT FOR CLINICAL PHOTOGRAPHY

_____ (PATIENT NAME)

I, _____, authorize the The Community Health Clinic (CHC) and its agents to photograph only to the extent necessary and so long as the images are used solely for purposes of (a) identifying me as a patient of Clinic; (b) for purposes of documenting my health status, diagnosis, and treatment while a patient of Clinic and (c) for sharing with other health professionals to help aid in my diagnosis and/or treatment. Protected Health Information related to symptoms, lab results, current treatment regimens and other information the physician or nurse practitioner deems necessary to share to aid in diagnosis and/or treatment management to be used in conjunction with my photograph.

The purpose of this form is to obtain my prior written consent so that CHC may photograph or use a photograph of my likeness to aid in diagnosis and/or treatment management.

Patient (or Patient's Legal Representative*) Signature _____ Date

Witness Signature _____ Date

*If a person other than the patient signs this consent form, state name and relationship to Patient:

Name: _____

Relationship: _____

