Patient Account Number: _____

Date: _____

Daily Planet Health Services (DPHS)
NEW PATIENT REGISTRATION FORM

PATIENT INFORMATION

Last Name:	**First Name:**	**Middle Initial:**
Address:	**Preferred Name/Pronouns:**	
City:	**State:**	**Zip:**
Primary Phone #: *Type:* □ Cell □ Home □ Work	**Secondary Phone #:** *Type:* □ Cell □ Home □ Work	
Email address:		
Date of Birth *(MM/DD/YYYY)*:	**SSN**:	
Sex Assigned at Birth: □ Female □ Male	**Sexual Orientation**: □ Heterosexual (straight) □ Lesbian or Gay □ Bisexual □ Something else □ Don't know	
Gender Identity: □ Female □ Male □ Female-to-Male (FTM)/Transgender Male/Trans Man □ Male-to-Female (MTF)/Transgender Female/Trans Woman □ Genderqueer □ Other_____		

EMERGENCY CONTACT

Name:	**Relationship**:
Phone #:	**Address:**

ADDITIONAL INFORMATION

Marital status: □ Single □ Married □ Partner □ Divorced □ Legally Separated □ Widow	
Primary Language: □ English □ Spanish □ Other _____	**Ethnicity:** □ Hispanic □ Non-Hispanic
Race(s) - Check All that Apply: □ Black/African American □ White □ Asian □ American Indian/Alaska Native □ Other_____	
Patient Employment Type: □ Full-time □ Part-time □ Self Employed □ Disabled □ Retired □ Unemployed □ Dependent	
Patient Employer Name:	**Are you a student?** □ Yes □ No

What is your current living situation?

□ Own home (self or family)
□ Rent home or apartment -- not income based (self or family)
□ Rent- Housing Choice Voucher (Section 8)
□ Rent- Income-based (**not** Housing Choice Voucher/Section 8; **no** supportive or case management services)
□ Rent- Public Housing complex
□ Permanent Supportive Housing (low-income housing **with** supportive or case management services)
□ Other housing programs designed to help people experiencing homelessness (e.g., rapid rehousing programs)
□ Live temporarily with family/friends (due to safety concerns, economic reasons, or risk of homelessness)
□ Transitional housing program (e.g., Veteran's transitional, Recovery house, Healing Place Community, re-entry housing, etc.)
□ Shelter (homeless shelter, family shelter)
□ Street (outdoors, makeshift shelter, encampment, car)
□ Other (please specify):_____

Are you a seasonal worker? □ Yes □ No	**Are you a US veteran?** □ Yes □ No	**Are you a migratory worker?** □ Yes □ No

****Please note: Daily Planet Behavioral Health Clinic **does not provide one-time only** mental health evaluations for court, disability benefits, or other purposes. If you need this service only, we can refer you to another agency that can do it for you.****

Please let us know who referred you to us: _____

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Patient Account Number: _____

INSURANCE INFORMATION (PLEASE PROVIDE YOUR INSURANCE CARD TO THE RECEPTIONIST)

Do you have health insurance? □ No □ Yes	**Select all that apply:** □ Medicaid □ Medicare □ Private □Other
Relationship to policy holder: □ Self □ Spouse □ Child □ Other_____	**Do you have a primary care physician?** □ No □ Yes (If yes) Name: _____
Insurance card number (if unable to present card): _____	
Insurance Company: _____	**Group:** _____

INCOME INFORMATION

Include all sources of income, including but not limited to, employment, unemployment benefits, SSI/SSDI, Veterans Benefits, Pension, Retirement, TANF, Child Support, Alimony

SLIDING FEE DISCOUNT PROGRAM

DPHS offers a Sliding Fee Discount for patients living at or below 200% of the poverty level. See the Sliding Fee Discount Program Eligibility Notice and Requirements for more information.

- Eligibility is based on income and family/household size only. A **family/household** is a group of two or more persons related by marriage (including civil unions or intentional co-habitation,) birth, or adoption (all such persons considered dependents of adult); all such related persons are considered as members of one family/household. For example, all those included on tax returns would be considered members of a single family.
- Proof of income is required to determine eligibility. You have 30 days to provide this documentation. You will be responsible for the full fee if proof of income is not provided. Please complete the following if you wish to apply for the Sliding Fee Discount Program.

Total Family/Household Income: **$ _____** □ Annually □ Monthly □ Bi-Weekly □ Weekly

(See below for definition of family/household)

Total Number of people in family/household (including yourself) **_____**

***Note**- Providing this information, even if you choose not to apply for the sliding fee discount program, helps us maintain grant funding so that we can continue to provide quality health care to the community.*

Name (including self)	Source of Income	Amount	Frequency (annually, monthly, etc.)	Relationship

I hereby certify that all information provided on this form is true. I understand that this application will be reviewed each visit and that proof of income to qualify for the SFDP is required annually, and as income changes. I further understand that, if applicable, I must provide proof of homelessness.

_____ _____ _____

Signature **Printed Name** **Date**

Patient Name: _____

Date of Birth: _____

Daily Planet Health Services

Consent for Treatment, Notice of Privacy Practices Acknowledgement and Financial Responsibility Agreement

Thank you for choosing Daily Planet Health Services (DPHS) as your Health Home. We are committed to providing you high quality of care and service. Please read the information below and sign this form before receiving any DPHS services.

Consent for Treatment

- I authorize medical treatment by the provider, clinical staff and technical employees assigned to my care.
- I authorize my providers to order any ancillary services, such as lab or radiology tests, or any other services or treatments deemed necessary for my care and safety.
- I understand I have the right and the opportunity to discuss alternative plans of treatment with my provider and to ask and have answered to my satisfaction any questions or concerns before treatment is provided.
- In the event that a healthcare worker is exposed to my blood or body fluid in a way which may transmit HIV, Hepatitis B virus, or Hepatitis C virus, I consent to the testing of my blood and/or body fluids for these infections and the reporting of my test results to the health care worker who has been exposed, as required by Virginia law.
- I understand that Daily Planet Health Services uses an electronic prescribing mechanism for electronic transmission of prescriptions and that any medications my provider prescribes for me may be communicated electronically through any local or mail order pharmacy I have designated.
- I understand that Daily Planet Health Services' providers may access prescription information contained in the Virginia Prescription Monitoring program.
- I authorize the release of my prescription history to my Daily Planet Health Services provider from any pharmacy or drug monitoring agency.
- I understand that there are additional consent forms for behavioral health and dental services when registering for those services.

Acknowledgement of HIPAA Notice of Privacy Practices

Our Notice of Privacy Practices (NPP) explains how we may use and disclose health care and billing information about you. As provided in our Notice of Privacy Practices the terms of our notice may change. If we change our notice, you may obtain a revised copy at our website at: www.dailyplanetva.org.

- I have been given an opportunity to read the Notice of Privacy Practices and a copy is available at my request.
- I understand that I may ask questions if I do not understand any information contained in the NPP.
- With my consent, Daily Planet Health Services may:
  - Call my home or other designated location, text or other electronic communication given on the registration forms and leave a detailed message in reference to ***appointment reminders, insurance, or billing items.***
  - Call my home or other designated location, text or other electronic communication, given on the registration forms, and leave a detailed message in reference to my ***clinical care, including laboratory results or medications.***

Patient Name: _____

Date of Birth: _____

I understand that I have the option to authorize Daily Planet Health Services to speak to family members or other individuals about results, findings, and care decisions. I authorize Daily Planet Health Services to communicate with the individuals listed below. I understand that I may revoke or modify this authorization at any time by submitting a written request.

Name	Relationship	Contact Number

Financial Responsibility

I accept that I am financially responsible for all services rendered on my behalf for which a charge may be associated. I accept personal responsibility for the payment of fees, co-pays, co-insurance, deductibles and all other procedures or treatments not covered by my insurance plan. I acknowledge that it is my responsibility to provide DPHS with current insurance information. I authorize DPHS to verify my insurance and submit claims to my insurance carrier. I understand not all services provided at DPHS may be covered by my insurance plan. In the event my insurance plan is not valid or coverage is not active at the time services are rendered, or my provider is not listed as a participating provider by my insurance plan, I will be solely responsible for the amount for the services rendered. I agree to inform the office of any changes in my insurance coverage.

I understand that if my income is below 200% of the Federal Poverty Guidelines, I am eligible to apply to DPHS' Sliding Fee Discount Program, reducing my financial responsibility based on my family size and income. This discount can apply to insurance co-pays, co-insurance and deductibles, as well as self-payments. To qualify, I must provide proof of income. This must be provided within 30 days after registration. After 30 days, with no proof of income, I may be responsible to pay the full cost of service. I agree to notify DPHS of any changes to my income or family status at the time of services.

I understand whether I have insurance or self-pay, I am financially responsible for any costs associated with collection of patient balances. I acknowledge DPHS accepts payment by cash, debt or credit card, check or money order.

Patient Rights and Responsibilities

It is the policy of the Daily Planet Health Services (DPHS) to support and protect the fundamental human, civil, constitutional, and statutory rights of each person receiving its health care services. Furthermore, each patient shall be informed of his/her rights in the language that the client understands. You may request a printed copy at any time or obtain a revised copy at our website at: www.dailyplanetva.org.

By signing below, I acknowledge that I have read, understand, and agree to the above items.

_____ _____ _____

Signature of Patient or Authorized Representative | Printed Name | Date

Sliding Fee Discount Program
Eligibility Notice and Requirements

Daily Planet Health Services' mission is to provide accessible quality health services regardless of your ability to pay. A Sliding Fee Discount Schedule is used to determine the fee schedule for services. This Schedule based on the federal poverty income guidelines and is determined by family/household and annual income.

Please bring in within 30 days current copies of one of the following documents as proof of income:

-Current employment paycheck stub--one month
-Copy of all recent year W-2/ or most recent tax return
-Virginia Employment Commission (VEC) record (most recent 3-month period)
-Proof of Public Assistance (e.g., TANF, Food Stamps) NOTICE OF ACTION
-Proof of SSI, SSDI, and/or Social Security payments (e.g., award letter)
-Pension or Retirement income statement
-Copy of unemployment compensation payment
-Copy of Veteran's Benefits determination letter/ income statement
-Copy of child support award/ proof of payment
-Copy of Alimony award/ proof of payment
-Current bank statement with direct deposit information
-Employer Report Letter-Income Statement on employer letterhead

Homelessness documentation from homeless service agency or outreach worker- On agency letterhead, dated within 30 days of appointment.
If homeless and no income, documentation verified by an agency case manager or outreach worker.
If you are unable to pay the required service fees these charges will be billed to your account.

At the time documentation is provided any eligible discount will be applied to previous services retroactively up to 30 days. After 30 days, with no proof of income, you may be responsible to pay the full cost of service—if you do not have this payment, you may be rescheduled (not seen that day) and asked to bring documentation and payment at the next visit. We appreciate your notifying Daily Planet Health Services of any change in income or dependents at the time of services.

I understand Daily Planet Health Services' proof of income and fee payment policy and agree to provide the required proof of income information within 30 days of the date shown below in order to qualify for discounted fees for services.

Patient Name (printed) _____ Patient Signature _____

Date: _____

Legal Representative (printed, if required): _____

Legal Representative Signature: _____

11/2020

Daily Planet Health Services
Patient Rights and Responsibilities

It is the policy of the Daily Planet Health Services (DPHS) to support and protect the fundamental human, civil, constitutional, and statutory rights of each person receiving its health care services. Furthermore, each patient shall be informed of his/her rights in the language that the client understands and will receive a written copy of the **Patient Rights & Responsibilities.**

Fundamental Rights of Patient

To be treated with dignity and respect, and with the utmost of professional care, without regard to race, color, religion, national origin, gender, sexual orientation, source of payment, age, socioeconomic status, or disability.

Treatment Rights

1. To receive care and treatment from qualified and competent staff.
2. To participate in the development and revision of individual treatment or service plan.
3. To be given the reason(s) for any proposed change in professional staff responsible for services or treatment.
4. To be free from experimental research procedures.
5. To refuse or terminate treatment and to be informed of the consequences of these actions.
6. To be informed about diagnoses, services, treatment, and prognosis in terms that can be understood.
7. To participate in formulating discharge and follow-up care plans.

Communication Rights

To expect that all communications and records that pertain to patient services and treatment will be treated as confidential under state and federal law and that they are not released to anyone unless:

1. The patient consents in writing
2. The disclosure is permitted or required by law.
3. Patient presents as a danger to self or others.
4. Child or elder abuse or neglect is suspected and is reported under state law.

Other Rights

1. To initiate a complaint or grievance against DPHS or its staff.
2. To be informed of fees for which the client is responsible and the basis for the fees.

Patient Responsibilities

Every patient has a responsibility to:

1. Treat staff and other consumers of DPHS with respect and consideration.
2. Keep all appointments, arrive **15 minutes early,** to allow us to provide you with the best care possible.
3. Make every attempt to notify staff 24 hrs. prior to appointment time if unable to keep an appointment.
4. To participate in the development of a treatment or service plan with provider or treatment team.
5. To inform staff of any intention not to follow treatment or service plan, or of decision to discontinue services at DPHS.
6. To report any grievances or complaints, following the procedures provided at registration, or provided upon request.

Every patient has a responsibility to show their respect for others by avoiding:

A. Verbal abuse such as derogatory name calling.
B. Racial or ethnic epithets.
C. Sexual harassment.
D. Sexual assault.
E. Terroristic threat.
F. Loud or profane language.
G. Direct, indirect, or implied threats.
H. Physical abuse such as bumping, shoving, striking, inappropriate touching, and unwanted touching.
I. Unwanted approaches toward or contact with others.
J. Possession or brandishing of weapons.
K. Persistent or intense outbursts.
L. Behavior that interferes with others' ability to access care and services.
M. Behavior that interferes with the wellbeing and privacy of others accessing care and services.
N. Presenting for care or services under the influence of or using alcohol and/or illicit drugs while on property.

Acknowledgements:

I have read the above rights and responsibilities of DPHS. My signature acknowledges my receipt of these rights and responsibilities of the DPHS programs.

_____ _____

Patient Signature Date