



**LASSEN**  
INDIAN HEALTH CENTER

## 2023 Patient Update Checklist

Thank you for entrusting us with your healthcare and dental needs. Below you will find a checklist to help you update your personal information so that we can effectively coordinate treatment and continue your care.

### Forms to Complete

- ☐ Patient Update
- ☐ Patient Update Consent
- ☐ Coordinating Care Consent
- ☐ Consent for the Treatment of a Minor



## 2023 Patient Information Update

Each year your information needs to be updated so that we can effectively coordinate treatment and communication.

### 1. Patient Information

\_\_\_\_\_  
Last Name                      First Name                      MI                      Date of Birth

\_\_\_\_\_  
Home Address                      City                      State                      Zip                      Phone

Mailing Address same as above ☐ Mailing Address                      City                      State                      Zip

### 2. Employment Status

☐ Full Time    ☐ Part Time    ☐ Unemployed    ☐ Retired    ☐ Active Military

\_\_\_\_\_  
Occupation                      Employer Name                      Employer Phone Number

### 3. Spouse's Employment

☐ Full Time    ☐ Part Time    ☐ Unemployed    ☐ Retired    ☐ Active Military

\_\_\_\_\_  
Spouse's Name (If not married, check box: ☐)                      Employer Name                      Employer Phone Number

### 4. Emergency Contact

\_\_\_\_\_  
First Name                      Last Name                      Phone                      Relationship

\_\_\_\_\_  
Address                      City                      State                      Zip

### 5. Medical Insurance Information

\_\_\_\_\_  
Subscriber Name                      Subscriber ID#

\_\_\_\_\_  
Social Security #                      Date of Birth

\_\_\_\_\_  
Insurance Company                      Insurance Phone #

\_\_\_\_\_  
Group Name                      Group #

\_\_\_\_\_  
Employer                      Relationship to Subscriber

### 6. Dental Insurance Information

\_\_\_\_\_  
Subscriber Name                      Subscriber ID#

\_\_\_\_\_  
Social Security #                      Date of Birth

\_\_\_\_\_  
Insurance Company                      Insurance Phone #

\_\_\_\_\_  
Group Name                      Group #

\_\_\_\_\_  
Employer                      Relationship to Subscriber

### 7. Additional Details

- (A) How many members are in your household? \_\_\_\_\_
- (B) What is your total yearly household income? \_\_\_\_\_
- (C) Are you a Migrant Worker? ☐ No                      ☐ Migrant Agricultural Worker                      ☐ Seasonal Agricultural Worker
- (D) If homeless, where do you live? ☐ Homeless Shelter                      ☐ Transitional                      ☐ Doubling Up                      ☐ Street                      ☐ Other \_\_\_\_\_
- (E) How do you access internet? ☐ No Access                      ☐ Mobile Device                      ☐ Home                      ☐ Work                      ☐ School/Library



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## Patient Update Consent

This agreement is entered into by and between Lassen Indian Health Center and the patient in order to be able to bill available sources for services rendered and to allow for the release of information from the patient's records to the insurance companies and/or others who may be involved in caring for the patient in the future.

### 1. Patient Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Date of Birth

### 2. Patient Consent

- ✓ **The Agreement Authorization:** The patient or responsible party authorizes the providers at Lassen Indian Health Center to render treatment according to the treatment plan created for the patient.
- ✓ **Authorization to Pay:** The patient authorizes Lassen Indian Health Center to receive direct payment for services rendered from the appropriate payment sources. Charges will not exceed that which is reasonable and customary.
- ✓ **Release of Information:** The patient gives permission to Lassen Indian Health Center to release information to the insurer or other agencies for the purpose of billing as well as to other individuals who may provide additional healthcare, dental care, or social services to the patient.

### 3. Acknowledgment & Agreement

Please place a checkmark next to the following statements to indicate that you agree and then sign below.

- ☐ I give permission to LIHC to release my information for billing purposes.
- ☐ For the purposes of collection of third-party billing, I assign my benefits to LIHC.
- ☐ I understand that I can request copies of the above information from Lassen Indian Health Center.

I authorize the release of any medical information necessary to process bills to my insurance company, and request payment of benefits to Lassen Indian Health Center. I acknowledge that I am financially responsible for payment whether or not covered by insurance.

\_\_\_\_\_  
Name of Patient (or Guardian) (*print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Coordinating Care Consent

Please list any family members or others who may be involved in coordinating care or payment for care. Please indicate what type of information may be shared.

### 1. Patient Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Date of Birth

### 2. Family Members or Others Involved in Care

*Indicate the Type of Information to be Shared*

Name	Relationship to Patient	Medical	Dental	Scheduling & Appointments	Billing & Insurance
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific instructions or limitations: \_\_\_\_\_

### 3. Validation Code

Please provide a validation code to any individual who may be involved in coordinating care or payment. You will be asked for this code before information can be released over the phone.

Validation Code: \_\_\_\_\_

### 4. Review & Consent

We will continue to use the information on this form when communicating with family members or others involved in your care unless you make changes. Promptly notify our office staff if you wish to alter any of the above designations. To revoke this authorization, please send written notice to 795 Joaquin Street, Susanville CA 96130.

\_\_\_\_\_  
Signature of patient/parent/guardian

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Date



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## Consent for Treatment of Minor

The treatment of a minor requires the unified efforts of the healthcare provider and parent or legal guardian of the child. The role of the provider is to ensure that the parent or guardian is aware of and agrees with the treatment plan.

### 1. Patient Information

\_\_\_\_\_  
Last Name First Name Middle Date of Birth

### 2. Authorization & Consent for the Treatment of a Minor

The parent or legal guardian authorizes consent for Lassen Indian Health Center to arrange for or provide the following services:

1. **Healthcare** including medical examinations, routine laboratory studies, x-ray procedures and skin tests
2. **Dental** care including dental examinations, preventative use of fluorides, and necessary emergency care
3. **Mental Health** and Substance Use Disorder (S.U.D.) services including evaluation and treatment as necessary
4. **Transportation** of the child to and from another Health Facility for these services

Exceptions or special instructions: \_\_\_\_\_  
\_\_\_\_\_

### 3. Acknowledgment & Agreement

I hereby give consent for all of the above services. This authorization shall remain effective for one year from the date signed, unless revoked sooner in writing by parent or legal guardian and delivered to Lassen Indian Health Center. This authorization is given pursuant the provisions of article 25.8 of the Civil Code of California. To revoke this authorization, please send written notice to 795 Joaquin Street, Susanville CA 96130.

\_\_\_\_\_  
Name of Patient or Parent/Legal Representative (*print*) Signature Date

### *Official Use Only:*

Scanned/Copied to Chart by: \_\_\_\_\_  
Employee Name Date