



# Spring Branch

COMMUNITY HEALTH CENTER

Healthy Families. Healthy Community.

Visit us at any of our 6 Locations

## Hillendahl Clinic

1615 Hillendahl Blvd., Suite 100  
Houston, TX 77055  
(713) 462-6565

### Hours

Monday-Friday: 8am-5pm

## WholeLife Clinic

1905 Jacquelyn Drive, Suite 101  
Houston, TX 77055  
(713) 462-6565  
*Parking access:* 1838 Johanna Drive,  
Houston TX 77055

### Hours

Monday-Friday: 8am-5pm

## Pitner Clinic

8575 Pitner Road  
Houston, TX 77080  
(713) 462-6545

### Hours

Monday-Friday: 8am-5pm  
1<sup>st</sup> & 3<sup>rd</sup> Saturday: 9am-1pm

## West Houston Clinic

19333 Clay Road  
Katy, TX 77449  
(713) 462-6555

### Hours

Monday-Friday: 8am-5pm

## Katy Clinic

5502 1st Street  
Katy, TX 77493  
(713) 231-5757

### Hours

Monday-Friday: 8am-5pm

## Cy-Fair Clinic

7777 Westgreen Blvd  
Cypress, TX 77433  
(713) 387-7180

### Hours

Monday-Friday: 8am-5pm

Affordable care for every patient including **Family Medicine, Women's Health, Pediatrics, Behavioral Health, Nutrition and Dental Care**

[www.sbchc.net](http://www.sbchc.net)

Please review us on



## SPRING BRANCH COMMUNITY HEALTH CENTER REGISTRATION INFORMATION

### Financial Assistance Program

The Financial Assistance Program is a special program that may assist those who have difficulty paying for care. If you are not eligible for insurance coverage and have limited income, you can apply for a sliding fee discount. In order to qualify, please bring the following:

### PROOF OF IDENTITY

You will need proof of identity for **you and your family members**. Valid documents include: driver's license, state identification card, student ID with picture, passport with picture, U.S. immigration documents with picture, ID issued by foreign consulates, U.S. naturalization citizenship, birth certificate, voter's registration card.

### PROOF OF RESIDENCY

You will need one proof of residency, which can include the following documents:

- a. Dated within the past 60 days: utility bill, mortgage statement, rental verification form, commercial mail addressed to you or your spouse, printout from Texas Workforce Commission, domicile verification form completed by a reliable person not living with you.
- b. Dated within the past year: lease agreement, Department of Motor Vehicle documents, property tax statement, automobile insurance documents, automobile registration, printout from IRS or Social Security Administration, certification documents from Food Stamps, Medicaid, or Chip, current voter's registration card, post office records.

### PROOF OF HOUSEHOLD COMPOSITION

You will need **proof of all members in your household**. Valid documents include: Birth certificate, most recent IRS 1040 form, Social Security Award letter for dependents, school documents, insurance documents, U.S. Immigration application, divorce or child support decree, birth fact record for newborns up to 90 days old, proof of school enrollment for students aged 18-23.

### PROOF OF HOUSEHOLD INCOME

You will need proof of **income for all household members** in the *past 30 days*, valid documents include: check stubs, wage verification letter, current year 1040 tax form if self-employed, pension, child support, social security, unemployment, workmen's compensation, retirement checks or statements. If no proof is provided, a bank statement or letter of support is acceptable.

### HEALTHCARE COVERAGE

You will need proof of other healthcare coverages, valid documents include: Insurance ID cards (Medicaid, Medicare, CHIP, CHIP Perinatal), award or claim letters, insurance policies, or court documents.

### VALID PHONE NUMBER

You must provide a working phone number where you can be reached. Examples: home, work, mobile, emergency contact or relative with whom we may leave a message.

**NOTICE:** If you are qualified for financial assistance and it is later determined that the information or proof you provided on this application is false, you may lose your financial assistance, may be barred from reapplying for six months, and be required to repay SBCHC for any services rendered.

Patient Portal  
Online and FREE in the App Store  
**www.sbchc.net**



# PATIENT REGISTRATION FORM

## PATIENT INFORMATION

Last Name:		First:	Middle:	Alternative Names (if any):		
Home Address:			Apt/Suite:	City:	State:	ZIP Code:
Gender at Birth: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth: / /	Email Address:		Phone Number: ( )		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Other
<b>Patients 18 years old and up, answer the following questions:</b>						
Sexual Orientation <sup>1</sup> : <input type="checkbox"/> Straight <input type="checkbox"/> Lesbian/Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> Don't know <input type="checkbox"/> Something else <input type="checkbox"/> Choose not to disclose			Current Gender Identity <sup>2</sup> : <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Choose not to disclose <input type="checkbox"/> Other <input type="checkbox"/> Transgender F (M-to-F) <input type="checkbox"/> Transgender M (F-to-M)			
Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Arabic <input type="checkbox"/> Other: _____				Are you a veteran of the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Latino/Hispanic Descent: <input type="checkbox"/> Yes <input type="checkbox"/> No		Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Alaska Native <i>Please select all that apply</i> <input type="checkbox"/> Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Decline to Specify				
How did you hear about us? <input type="checkbox"/> Relative/Friend <input type="checkbox"/> School <input type="checkbox"/> Hospital <input type="checkbox"/> Church <input type="checkbox"/> TV <input type="checkbox"/> Health Fair <input type="checkbox"/> Internet <input type="checkbox"/> Direct Mail/Flyer <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> M.A.M. <input type="checkbox"/> Other: _____						

1: **Sexual orientation** is the term used to describe what gender(s) someone is sexually and/or romantically attracted to.

2: **Gender identity** is how we feel about and express our gender and gender roles — clothing, behavior, and personal appearance.

## RESPONSIBLE PARTY (IF DIFFERENT FROM ABOVE)

Name:	Relationship to Patient:	Address:	Phone Number: ( )
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## EMERGENCY CONTACT

Name:	Relationship to Patient:	Address:	Phone Number: ( )
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## PHARMACY INFORMATION

Name:	Address:	Phone Number: ( )
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## DEMOGRAPHIC INFORMATION

Do you own or rent your house/apartment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered <i>no to the previous question</i> , how would you describe your living situation in the past year? <input type="checkbox"/> In a Shelter <input type="checkbox"/> Live with a relative <input type="checkbox"/> Transitional Housing <input type="checkbox"/> On the Street <input type="checkbox"/> Subsidized Housing
In the past 2 years, have you or anyone in your family worked in any type of agriculture (farm work)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you establish a temporary home? <input type="checkbox"/> Yes <input type="checkbox"/> No

## INSURANCE INFORMATION

Is this patient covered by insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you checked 'No', please skip this section)				
Please indicate primary insurance: <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> CHIP <input type="checkbox"/> CHIP Perinatal <input type="checkbox"/> Private Insurance: _____ <input type="checkbox"/> Other: _____				
Person responsible for charges:	Birth Date: / /	Address (if different from above):		Home Phone Number: ( )
Subscriber's Insurance ID #:	Group Name:	Group Number:	Policy Number:	Co-Payment: \$
Patient's relationship to subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other: _____				
Is this patient covered by a Secondary Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No				

I hereby authorize the following individual(s) to consent to treatment or services and to verbally give and receive protected health information regarding any treatment or services rendered at the clinic. If any changes occur to this authorization, it will be my responsibility to notify the clinic. Individuals listed below must be 18 years of age or older and have a picture I.D.

Name	D.O.B.	Relationship

**CONSENT FOR MEDICAL TREATMENT**

I agree to have medical care provided by Spring Branch Community Health Center providers and to follow their instructions regarding appointments and testing, which may be required. I do not hold the clinic or its employees responsible for any unusual effects resulting from their care.

The patient hereby authorizes and consents to any services, including but not limited to diagnostic procedures, radiology procedures, laboratory procedures, anesthesia medical or surgical treatments, and/or dental and mental health services, which are deemed necessary or advisable by the attending provider(s) and rendered to the patient under the general or special instructions of said provider(s).

\_\_\_\_\_  
*Initials*

**STATEMENT OF CONFIDENTIALITY**

All information included in this interview and record is confidential and will be protected under the HIPAA Privacy Rule. We are informing you that we may use and disclose your protected information to carry out treatment, payment, or health care operations. I understand that for a more complete description of such uses and disclosures, I have the right to review the "Notice of Privacy Rights" prior to signing the consent. I understand that I have the right to request in writing restrictions on how my protected health information is used or disclosed. I understand the Center has the right to review and deny this request.

I understand that I may revoke this consent in writing, except to the extent that Spring Branch Community Health Center has taken action in reliance thereon.

\_\_\_\_\_  
*Initials*

**INSURANCE ASSIGNMENT**

I hereby authorize payment of Medicaid/Medicare/Dental/Other Benefits otherwise payable to me, directly to Spring Branch Community Health Center. I also authorize the release of any information relating to any claim for myself or minors under my guardianship.

I understand that I am responsible for all costs of treatment to include any services not covered by my insurance benefits.

\_\_\_\_\_  
*Initials*

I agree and understand the above Consent for Medical Treatment, Statement of Confidentiality, and Insurance Assignment.

\_\_\_\_\_  
*Print Patient Name*

\_\_\_\_\_  
*Patient/Guardian Signature*      \_\_\_\_\_  
*Relationship to Patient*      \_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY**

REVIEWED  
Staff Member Name (*print*): \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## PATIENT AND CENTER RIGHTS AND RESPONSIBILITIES

Welcome to our community health center. Our goal is to provide quality health care to qualified persons in the community, regardless of their ability to pay. As a patient, you have rights and responsibilities. The Center also has rights and responsibilities. We want you to understand these rights and responsibilities, so you can help us provide the best health care services for you. Please read and sign the below statement and do not hesitate to ask us any questions that you may have.

### 1. HUMAN RIGHTS

- a. You have a right to be treated with respect regardless of race, color, marital status, religion, sex, sexual orientation, gender identity, national origin, ancestry, physical or mental handicap or disability, age, Vietnam-era veteran status, or other grounds not permitted by applicable federal, state, and local laws or regulations.

### 2. PAYMENT FOR SERVICES

- a. You are responsible for giving us accurate information about your present financial status and any changes in your financial status. This information is needed to determine your eligibility for programs, discounts and insurance. If your income is less than the federal poverty guidelines, you will be charged a discounted fee.
- b. You must pay, or arrange to pay, all agreed fees for health services as provided by our policies. You have a right to receive an explanation of the Center's bill. For any questions regarding our bill or statement, dial 713-462-6565, option 5.
- c. Federal law prohibits us from denying you primary health care services which are medically necessary solely because you cannot pay for these health services at the time of your medical visit. If in the event you do not make any attempt to comply with your payment plan, we have the right to discontinue our services to you. For more information regarding payment plans, you may contact our billing department during Center's business hours at 713-462-6565, option 5.

### 3. PRIVACY

- a. You have a right to have your interviews, examinations, and treatments in private. **Your medical records are also private.** Only legally authorized persons may see your records, unless you request in writing for us to show them to or copy them for someone else. Feel free to ask any questions regarding your privacy rights or request a copy of our "Notice of Client Privacy Rights." The Notice of Privacy Practices sets forth the way in which your medical records may be used or disclosed by the Center and the rights granted to you under the Health Insurance Portability and Accountability Act (HIPAA).

### 4. HEALTH CARE

- a. You are responsible for providing us complete and current information about your health or illness, so that we can give you proper health care. You have a right and are encouraged to participate in decisions about your treatment.
- b. You have a right to information and explanation in the language you normally speak and in words you understand. You have a right to information about your health, illness, and treatment plan including the nature of your treatment, its expected benefits, its inherent risks and hazards (and the consequences of refusing treatment), the reasonable alternatives, if any (and the risks and benefits), and expected outcome, if known. This information is called obtaining your informed consent.
- c. You have the right to receive information regarding "Advance Directives". If you do not wish to receive this information but it is medically advisable to share the information with you, we will provide it to your legally authorized representative.
- d. You are responsible for appropriate use of our services, which includes following staff's instructions, making and keeping scheduled appointments. If you cannot follow the staff's instructions, let us know so we can help you.
- e. If you are an adult, you have the right to refuse treatment to the extent permitted by applicable laws and regulations. In this regard, you have the right to be informed of the risks, hazards, and consequences of your refusing such treatment or procedures. You are responsible for the outcome of refusing treatment.
- f. You have the right to medical and dental care and treatment that is reasonable for your condition and within our capability; however, the Center is not an emergency care facility. You have the right to be transferred or referred to another facility for services we cannot provide. You're financially responsible for services received somewhere else.
- g. If you are in pain, you have the right to receive an appropriate assessment and pain management as necessary.
- h. **In order to improve your health outcomes, we believe self-management is vital.** You are encouraged to take an active role in your health care and be involved in decisions that pertain to your health care. We also encourage you to actively monitor your health and follow the advice of your provider to improve your health.
- i. You have the right to a second opinion from a different health care provider. You may request a second opinion from another provider at our facility, or you may seek an opinion from a separate organization. If you feel your condition requires specialty care, you have the right to request a referral to a specialty care provider.

- j. As a patient, we will assign you a Primary Care Provider. The selection may be defaulted based on your visit history. You have the right to request a certain Primary Care Provider and you may switch to another Primary Care Provider at any time that you feel necessary.

## 5. CENTER RULES

- \_\_\_ a. You have the right to receive information on how to use the Center and its services. You are responsible for using the Center and its program sites in an appropriate manner. If you have any questions about services, please ask us.
- \_\_\_ b. You are responsible for the safety and supervision of children you bring to the Center. Children under the age of 14 cannot be left unattended at any time while in our facility.
- \_\_\_ c. You have a responsibility to keep your scheduled appointments. Missed appointments cause delay in treating other patients and prevent others from getting a timely appointment. It is your responsibility to inform the Center of any changes regarding your appointments and ability to attend to them. If you cannot attend your appointment, please call our Center to cancel at least 24 hours before your appointment time. If you do not show up to your appointment, your appointment will be marked as “No-Show”. Two (2) “No-Shows” within 12-month will result in a “Chronic No-Show”. As a “Chronic No-Show” patient, you can only be seen as a walk-in, on a first come first served basis if time permits.
- \_\_\_ d. If an established patient is more than 5-minutes late for his/her appointment, patient’s appointment will be marked as “No-Show” if it is not rescheduled.
- \_\_\_ e. If you are a new patient or need to complete an annual registration renewal, you will need to schedule a visit with our Eligibility Specialists prior to your medical visit. Eligibility Specialists visits can be done same day as your medical visit, Eligibility Specialists appointments are based on their availability. If patient misses the Eligibility Specialists appointment, patient will not be able to see the medical/dental provider.
- \_\_\_ f. Our clinics have three business days to refill your prescription when you call it in to us. Please request your refills at least three business days before you run out of your medications.

## 6. COMPLAINTS

- a. If you are not satisfied with our services, please tell us. We welcome suggestions so we can improve our services. If you are not satisfied with how we handle your complaint, you may file a complaint with the Center’s Executive Team. The Team will submit a report to the Board of Directors. We value you as a patient; your voice will be heard.
- b. We will not punish, discriminate, or retaliate against you for filing a complaint, and will continue to provide you services.

## 7. TERMINATION

- a. If we decide that we must stop treating you as a patient, you have a right to advance notice that explains the reason for the decision, and you will be given thirty (30) days to find other health services. However, we can decide to stop treating you immediately and without notice, if you have created a threat to the safety of the staff and/or patients. Other reasons for which we may stop seeing you include, but are not limited to: (A) Failure to obey rules, (B) Persistent failure to keep scheduled appointments, (C) Intentional failure to report accurate information concerning your health, (D) Intentional failure to follow the health care program, such as instructions about taking medications, personal health practices, or follow-up appointments, as recommended by your provider, (E) Manipulation of written medication prescription, (F) Creating a threat to the safety of the staff and/or other clients, (G) Intentional failure to accurately report your financial status, (H) Non-compliance with payment plan, and/or (I) Abusive, inappropriate, or violent behavior toward others (including staff or other patients ) or the Center facilities that interferes with the Center’s ability to deliver services reasonably to the patients. **The Center maintains ZERO TOLERANCE for abuse, harassment, or violence of any kind.** A person who causes or threatens to cause abuse, harassment, or violence of any kind is subject to immediate termination as a patient of the Center and/or removal from the Center premises. The Center will not give a 30-day termination notice in these situations. You have a right to receive a copy of the Center’s termination policy.

## 8. APPEALS

- a. If the Center has given you notice of termination, then you have the right to appeal the decision to the Center’s Executive Team via email at [compliance@sbchc.net](mailto:compliance@sbchc.net). Unless you have a medical emergency, we will not continue to see you as a patient while you are appealing the decision.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRIMARY CARE MEDICAL HOME**  
*A Patient-Provider Partnership*

At Spring Branch Community Health Center, our primary goal is to provide the best possible care to every patient. The only way to meet this goal is to build a trusting partnership between an informed patient, the patient’s provider, and the health care team. A medical home is a team approach to providing patients with the best health care.

**To fulfill this partnership, we will:**

- **Respect you as an individual**
  - Listen to your feelings and questions to help you make decisions and set healthy goals
  - Explain diseases, treatment, and results
  - Keep medical information and records private
- **Provide safe and qualified care**
  - Provide you with your own primary care provider
  - Provide clear directions about medicines and treatments
  - Send you to trusted experts, if needed
  - End every visit with clear instructions about expectations, treatment goals, medicines, and future plans
- **Strive to build flexibility to schedule you with your personal physician/provider whenever possible**
  - Provide 24-hour phone access to the health care team
  - For after-hours emergencies, dial 911. For all other non-urgent medical inquiries, you may call 713-462-6565 option 6
  - Online patient portal to view lab results, request refills, and schedule appointments

**In return, we trust you to:**

- **Be in charge of your health**
  - Learn about wellness and preventing diseases and make healthy decisions
  - Be honest and thorough about your history, symptoms, and any changes in your health
  - Tell us what medications you are taking and ask for refills during your office visit
  - Tell us when you see other doctors, medications they have prescribed, and ask them to send a report about your care
  - Learn what your insurance covers
- **Be a responsible patient**
  - Take all of your medicine and follow your treatment plan, or tell us if you cannot do so
  - Respect us as partners in your care
  - Keep your appointments as scheduled, or call and let us know if you need to cancel
  - Pay your share of the office visit fee when you are seen in the office
- **Communicate with us**
  - Ask questions, share feelings, be part of your care
  - Call the office before going into the emergency room
  - Provide us with feedback to improve services
  - End every visit with a clear understanding of your provider’s expectations, treatment goals, and future plans

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider/Provider Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Patient Authorization for Greater Houston Healthconnect

Spring Branch Community Health Center participates in Healthconnect, a non-profit organization that provides a secured electronic network for Healthconnect participants, including doctors' offices, hospitals, labs, pharmacies, radiology centers and payers of health claims such as health insurers to share your protected health information. ("PHI") A list of current Healthconnect participants is available at [www.ghhconnect.org](http://www.ghhconnect.org). When you join Healthconnect, your doctors can electronically search all Healthconnect participants for your PHI and use it while treating you. Healthconnect does not change who gets to see your information—it allows your information to be shared in a new way. All Healthconnect participants must protect your privacy in accordance with state and federal laws.

Your treatment and eligibility for benefits will not be affected in any way should you choose not to join Healthconnect.

By signing this Authorization, you agree that Healthconnect and its current and future participants may use and disclose your protected health information electronically through Healthconnect **for the limited purposes of treatment, payment and health care operations**. You understand that Healthconnect may connect to other health information exchanges in Texas and across the country that also must protect your privacy in accordance with state and federal laws, and you authorize Healthconnect to share your information with those exchanges for the same limited purposes.

This authorization remains in effect unless and until you revoke it. You can revoke this authorization at any time by giving written notice to any healthcare provider who participates in Healthconnect. You understand that revoking this authorization does not impact PHI previously shared when your authorization was in effect.

Patient Name: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

Name (if different from Patient): \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Initial here if you do NOT want your providers to see your records through Healthconnect. \_\_\_\_\_