TERRY STROM
CHIEF EXECUTIVE OFFICER

PETER D. VAN HOUTEN M.D. MEDICAL DIRECTOR

VICTORIA KNOLL
CHIEF FINANCIAL OFFICER

Welcome to Sierra Family Health Center. We're very happy that you have chosen us for your health care. Our mission is to provide comprehensive, compassionate, and quality medical, dental, and behavioral health care to everyone. We strive to be a center of healing, learning, and caring, and are committed to quality and to adding value in every aspect of our work. We are a nonprofit community health center with locations at:

On the San Juan Ridge

15301 Tyler Foote Road, Nevada City | 530.292.3478 Monday-Friday 8:30 a.m. to 5:00 p.m. Saturdays 10 a.m. to 2 p.m.

In Oregon House

8676 Marysville Road | 530.692.9073 Monday, Tuesday and Thursday, 8:30 a.m. to 5:00 p.m.

We accept Medi-Cal, Medicare, most private/commercial insurance, and offer a sliding fee discount for those who qualify. Please see our Financial Policy Information sheet for more details.

If do not have insurance, please ask for a Patient Advocate to help you determine if there is insurance for which you might be eligible.

We ask that you arrive 15 minutes prior to your scheduled appointment to check in and address any needed paperwork.

Sierra Family is committed to providing exceptional care. Unfortunately, when one patient cancels without giving enough notice, they prevent another patient from being seen. To notify us of any changes or cancellations, please call us at (530) 292-3478 as soon as you can, but no later than 2:00 p.m. on the day prior to your scheduled appointment. To cancel a Monday appointment, please call our office by 2:00 p.m. on Friday.

We look forward to you becoming part of Sierra Family!

Grateful Patient Testimonials

"I have been a patient for over 23 years, and the wonderful staff have been a blessing for me, especially in the last few years. I've been through some tough times, and they have been concerned about me, emotionally and medically."

"I always had bad experiences with dentists until coming here. You removed all my dental fears with your kind and gentle care."



PATIENT REGISTRATION

Please provide us with your insurance card and valid ID

Last Name	First Nam	e Midd	le Initial
Date of BirthSoc	al Security#	Gender at BirthN	MaleFemale
Mailing Address		City	
StateZip Code	Email Address		
Physical Address (if different)			
City		StateZipCode	
Telephone: Home	Cell	Work	
Primary Phone: Home Cell	_ Work Preferred Tim	ne of Call: Morning Aftern	oon Evening
Length of Message: Brief Exter	nded On Which Pho	one? Home Cell Work	
Preferred Language: English 0	ther:	Interpreter needed? _	YesNo
Would you like access to your medical	provider team and (limi	ted) medical records online?	_YesNo
If yes, please see Your Patient Portal i	nformation sheet include	ed in this packet.	
Which pharmacy do you use (Please s	ee our Preferred Pharma	acy information)?	
Pharmacy Name		City	
Parent	Information If Pati	ent Is Under 18:	
Parent/Legal Guardian		Birthdate	
Contact Phone		Email:	
Type of Parent(s)Biological	_AdoptiveFoster	Other	
Parent/Legal Guardian		Birthdate_	
Contact Phone		Email:	
Type of Parent(s)Biological	_AdoptiveFoster	Other	
	Emergency Cor		
Let us know who to call if there's an e authorization form.	mergency. This person a	also needs to be listed on the HIP	'AA
Name		Relationship	
Cell Phone		Home	

Financial and Insurance Information:

Here we need the de	etails about the account hold	er (the person that wi	ill be paying for services).
MedicareMedic	care Supplemental		
Medi-Cal (type):			
Commercial (type)	:		
Self-Pay			
, ,	and household income. Our	•	liscount program. Discounts are ith questions regarding our
			rance is billed after the visit.
Patient	Other		
If you marked Other,	please let us know:		
Last Name		First Name	Initial
Relationship to Patient	t		
Address		C	ity
State	ZipCode	Email Address)_	
Cell Phone	Home		Work
-	atment, coordination of clinical		ce, or release information required eas indicated and by providing your
	_	•	sary for diagnosis and treatment mily Health Center (initials)
	f Medication History: I give my y health plans, and my other he		HC to obtain my medication history (initials)
	n: I authorize the release of info I care and to process billing cla		ne center necessary for a (or child/dependent stated above).
Assignment of Benefits services rendered	• •	cal benefits to Sierra Fa	mily Health Center for professional
Your signature below i	indicates you have read, unders	stand and agree to the p	payment policy, and consents.
Signed:		Date:	
Drinted Name:		Dalations	shin to Dotiont

Additional Information—For Purposes of Grant Funding
The information you provide can help us recognize patients who may qualify for specially funded programs or services.

Marital Status: □ Divorced □ Married □ Partner □ Single	□ Widowed□ Legally Separated□ Other
Sexual Orientation (For Patients Age 18 and Older):	
□ Heterosexual (Straight - not lesbian or gay) □ Homos	sexual (Lesbian or Gay) □ Bisexual
☐ Choose not to disclose ☐ Do not know ☐ Somet	hing Else Describe:
Gender you identify with:	
☐ Female ☐ Male ☐ Choose to not disclose ☐ Transgender Male (Female-to-Male) Date of Transit ☐ Transgender Female (Male-to-Female), Date of Tran ☐ Gender queer, neither exclusively male nor female ☐ Additional gender category or other, please specify:	ion: nsition:
Race? Check all that Apply American Indian/Alaska Native Asian Native Hawaiian/Other Pacific Islander Other Race	□ Black/African American□ White□ Declined to Specify
Ethnicity: Hispanic/Latino: Non-Hispanic/Latino	□ Unreported /Refused to report
Have you served in the military?YesNo	
In the last 2 years, have you or a member of your family type of agriculture (farm work)?YesNo	lived away from home in order to work in any
Total number of people living in household:	
Approximate total yearly income earned by family hous	ehold: \$
Would you consider yourself homeless at any time in th	e last 12 months?YesNo
If Yes, where:	☐ With another family
□ In your car□ On the street□ In a shelter	☐ In a hotel ☐ Other
Where did you hear about our services? ☐ Family member ☐ Friend who loves the service! ☐ Newspaper/magazine ☐ Radio	□ Social Media□ Insurance Company□ Flyer□ County Agency



YOUR PRIVACY OPTIONS

Receipt of Privacy Practices & HIPAA Authorization

This form is to help us know whether you would like us to share information with the people in your life. Telling SFHC how you want to share information is called HIPAA Authorization and it's from the Health Insurance Portability and Accountability Act (HIPAA). This form also helps us to know that we have asked to give you our privacy practices. You are welcome to have a copy of our privacy practices.

Patient Information

Last Name:	First Name:	Middle Initial:
Nickname:	Date of Birth:	
Name of Parent, Legal Guardian, or C	onservator: (<i>Only if any of these apply to you.)</i>	
	ve voice messages at the phone numbers you'	
Who to Share With: Please tell u	s with whom we can share, or release, inform	ation.
If you do not want ANYTH	IING told to or shared with ANYONE check here	e: 🛘
Person #1:	Relationship:	
If the patient is under 18 years old, th	nis person is allowed to give permission and m	ake decisions for:
☐ Medical care ☐ Immunizations	;	
Person #2:	Relationship:	
If the patient is under 18 years old, th	nis person is allowed to give permission and m s	ake decisions for:
Person #3:	Relationship:	
If the patient is under 18 years old, th ☐ Medical care ☐ Immunizations	nis person is allowed to give permission and m	ake decisions for:
Patient Sign:	Date:	
Parent/Guardian/Conservator Sign:		Date
I have been asked if I want a copy of S	SFHC's Notice of Privacy Practices.	(initial)
This approval end	Is one year from the date signed or updated in	writing.

Rev. 20200219 JL



FINANCIAL POLICY

For Medical and Dental Services & Fees

All of us at Sierra Family Medical Clinic believe it is essential for you, the patient to understand the Clinic's expectations regarding the financial aspect of your visit.

Required at check-in:

- 1. Verify Personal Contact Information
- 2. Present Current Copy of Insurance Card
- 3. Present Current Picture ID (We ask for a copy of an ID card or license to help protect you from identify theft).
- 4. Payment of any Outstanding Balance
- 5. Payment of Today's Visit (Copays, coinsurance or deductible amounts and non-covered fees as identified by your insurance company are due at the time of service).
- 6. We take cash, check or credit card.

Insurance Billing:

Sierra Family Medical Clinic is a participating provider or considered in-network with a few plans; you can find out if the Clinic is with your plan by contacting your insurance company.

Learn what services and clinicians are covered before your visit by calling your insurance benefits department.

Sierra Family Medical Clinic will bill your insurance company for services provided.

You are responsible for any charges not paid by your insurance carrier.

Provide us with current information at every visit.

- 1. Up to date copy of your insurance card
- 2. A completed patient information sheet.
- In the event that we cannot validate active coverage with your insurance carrier, your account will be considered self-pay.
- 4. Collect payment at time of service and refund any amounts subsequently collected from your carrier.
- 5. If you are insured by a non-participating insurance carrier, or if Sierra Family Medical Clinic is not the primary provider listed by your carrier, we will expect payment from you at time of service.
- 6. It will be your responsibility to submit any claims to your insurance company for direct reimbursement to you.
- 7. We will provide you with the appropriate information to assist you in this process.

If our clinicians or services are not listed in your plan's network (on their list of clinicians or services they have a contract with):

- ✓ You may have to pay for part of, or the entire bill.
- ✓ Your insurance might send the payment for you to bring and pay at your SFMC visit.

Please Remember:

- 1. You must bring your insurance card to every visit. We will need to copy both sides.
- 2. If you have insurance, we will send them the bill.
- 3. **If the insurance does not cover the fees** the patient will need to pay. If we get a payment from your insurance after you pay, we will refund what is due to you.
- 4. If you are **referred to another provider or other services**, any bills or fees you get from them will be between you and them. They may bill differently than we do at SFHC.
- 5. **Diagnostic tests** are billed separately.
- 6. Outstanding balances over 90 days may be referred to collections and you may be required to bring your balance current before your next appointment.

If your insurance does not cover part of your fee:

You might qualify for our sliding fee discount program for the things that are not covered. Medical and Dental have different rules.

If you have questions about your bill or fees our Billing Team is happy to help! Call us at (530) 292 3478 Ext 219.

I have read and understand the details of the SCHC Financial Policy.				
Patient Name:	Date:			
Sign (Patient or Account Holder):				



Cancer, where?_

Diabetes, type _

Eye disease, type _

Heart problems

High cholesterol

HIV/AIDS

High blood pressure

Epilepsy/seizure disorder

Ear, nose or throat problems

Health History

Please help us get to know you better

Name	e:			D	ate of B	Birth	Date:
Aller	gies:	Are you allergic	to any medicine or food? _	No	Yes		
f yes	, plea	ase list:					
Med	icine	or Food		Wh	at happ	ens when you t	take or eat it?
Example: penicillin				l bı	eak ou	t in hives	
Example: peanuts			l ca	I can't breathe			
1.							
2.							
3.							
and s	uppl	•	sse bring all current medic rst visit. If you did not brir			_	
Med	icine	S	Dose	Но	w many	/ times a day	Prescribing Doctor
peci	ialist	s You See:		I			
Nam	ne		For what problems		City		Phone
/ledic	cal Hi	i story : Do you ha	ve or have you been diagn	osed ar	nd/or tr	eated for any of	f the following conditions:
Yes	No	Health Condition		Ye	s No	Health Conditio	
		Anemia/blood d	isorder				y tract problems
		Arthritis				Liver problem	
		Blood clots				Lung problem	
	1	Rone/inint disea	350			Psychiatric illi	ness

Skin problems

Tuberculosis

Stroke

Other:

Other:

Other:

Other:

Stomach/bowel problems

Thyroid, adrenal disease

Surgical/Hospitalization History

Type of Surgery/Hospitalization	Year
Preventative Care	
Date of last complete physical with bloodwork	
Colonoscopy Yes No If yes, what year?	
Females only: Have you had a mammogram? Yes No If yes, what year?	
Have you had a Pap Smear? Yes No If yes, what year?	
Past Immunizations (Shots): Have you had any of the following shots?	
Flu Date: Have the record? 🛘 No 🗘 Yes	
Pneumonia Date: Have the record? No Yes	
Tetanus Date: Have the record? □ No □ Yes	
 Please help us learn more about you so we can better help you: Do you have a dentist? Yes No Within the past 12 months, we worried whether our food would run out before we got Yes No Within the past 12 months, the food we bought just didn't last and we didn't have mone Yes No Do you feel safe at home? Yes No Have you fallen in the last year? Yes No Are you afraid of falling? Yes No Who lives with you? What is your level of education? 	y to get more.
What kind of work do you do?	
Is there anything else you want to discuss with us today?	

Patient Name: Date of Birth:

Family History: Have your close family members had any of the following?

Family Member	Medical Condition			
Mother	□ Anxiety	□ Diabet	es: Type 🗆	Stroke
□ Alive	☐ Bipolar illness	□ Heart p	roblems	Substance misuse-
□ Passed	□ Cancer: Type	☐ High Bl	ood Pressure	Alcohol/drugs
Age:	□ Depression	☐ High C	holesterol	Thyroid problems
	Other:			
Father	□ Anxiety	□ Diabete	es: Type \square	Stroke
□ Alive	□ Bipolar illness	□ Heart p	oroblems \square	Substance misuse-
□ Passed	□ Cancer: Type	□ High B	lood Pressure	Alcohol/drugs
Age:	□ Depression	☐ High C	holesterol	Thyroid problems
	Other:			
Sister(s)	□ Anxiety	□ Diabet	es: Type 🗆	Stroke
# Alive:	☐ Bipolar illness	□ Heart p	problems \square	Substance misuse-
# Passed:	☐ Cancer: Type	•	lood Pressure	Alcohol/drugs
	□ Depression	☐ High C	holesterol \Box	Thyroid problems
Age(s):	•	•		
5 ()	Other:			
Brother(s)	□ Anxiety	□ Diabet	es: Type \square	Stroke
# Alive:	□ Bipolar illness	☐ Heart p	oroblems \square	Substance misuse-
# Passed:	□ Cancer: Type	□ High B	lood Pressure	Alcohol/drugs
Age(s):	□ Depression	☐ High C	holesterol	Thyroid problems
	Other:			
Maternal Grandmother	☐ Anxiety	□ Diabet	es: Type \square	Stroke
# Alive:	☐ Bipolar illness	□ Heart	oroblems \square	Substance misuse-
	□ Cancer: Type	☐ High B	lood Pressure	Alcohol/drugs
# Passed:	□ Depression	☐ High C	holesterol	Thyroid problems
Age(s):				
Matarral Crandfathar	Other:		_	
Maternal Grandfather	□ Anxiety		es: Type \square	
# Alive:	☐ Bipolar illness	-		Substance misuse-
# Passed:	☐ Cancer: Type		lood Pressure	Alcohol/drugs Thyroid problems
A 70/6\.	□ Depression	☐ High C	holesterol	myr olu problems
Age(s):	Other:			
Paternal Grandmother	□ Anxiety	□ Diabete	s: Type 🗆	Stroke
# Alive:	☐ Bipolar illness		roblems	Substance misuse-
	☐ Cancer: Type	•	ood Pressure	Alcohol/drugs
# Passed:	□ Depression	☐ High Ch	olesterol \Box	Thyroid problems
Age(s):	Other:	-		
Paternal Grandfather	□ Anxiety	□ Diabete	s: Type	□ Stroke
# Alive:	☐ Bipolar illness		roblems	☐ Substance misuse-
	☐ Cancer: Type	·-	ood Pressure	Alcohol/drugs
# Passed:	□ Depression	_	olesterol	☐ Thyroid problems
Age(s):	Other:			



Dental Screening for Medical and Behavioral Health Patients

Name:			Date:
Phone:			Date of Birth:
	Yes	No	If Yes, please describe
Are you having problems eating because of dental problems?			less than 1 week orlonger than 1 week
Do you have any mouth pain or any active dental problems today? If yes:			less than 1 week orlonger than 1 week
Does it feel like tooth pain?			
Does it feel like gum pain?			
How long has this been going on?			
 Would you like to see our dentist for your dental problem if possible? 			
Do you have any sores in your mouth or on your tongue?			
Do you have a dentist already?			
Do you have any major dental problems?			
Do you have dentures?			
How long has it been since you've seen a dentist?	In the	e last y	ear; or
	0ver	1 year	Number of years?
Provider Use Only:			
Referral: Warm Handoff to SFHC Do	ental	Se	nt to their Own Dentist Not Required
Status:UrgentEmergentF	Routine	Othe	er
Provider Initials:			



Name:Date of BirthDate:

Please Circle Your Answers

SECTION I

Over the <u>last 2 weeks</u> , how often have you been bothered by any of the following problems? (Please circle your answers.)	Not at all	Several days	More than half the days	Nearly every day
Feeling less interested in doing things you usually like to do	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

SECTION II

How often do you have a drink containing alcohol?	Never	Monthly or less	2-4 times per month	2-3 times per week	4+ times per week
How many units of alcohol do you drink on a typical day when you are drinking?	1 -2	3-4	5-6	7-9	10+
How often have you had 6 or more units if female, or 8 or more if male, on a single occasion in the last year?	Never	Less than monthly	Monthly	Weekly	Daily or almost daily

SECTION III

In the past 12 months, have you used drugs other than those prescribed for medical reasons?	Yes	No
Have you taken non-prescription drugs to improve your thinking or help you deal with difficult emotions?	Yes	No
Have you taken drugs to forget work, school, or family pressures?	Yes	No
Have you continued to take non-prescription drugs to avoid the pain of		
withdrawal?	Yes	No
Do you have a difficult time getting through the week without using non-		
prescription drugs?	Yes	No

SECTION IV

Do you use tobacco?	Yes	No	
If no, have you ever used tobacco?	Yes	No	If yes, Quit Date
Do you vape?	Yes	No	

SECTION V

Do you have intense and persistent fear of a social situation in which people might judge you?		No
Do you fear that you will be humiliated by your actions?		No
Do you fear that people will notice that you are blushing, sweating, trembling, or showing other signs of anxiety?		No
Is your fear excessive or unreasonable?	Yes	No
Do you go to great lengths to avoid participating?	Yes	No
Have your symptoms interfered with your daily life?	Yes	No

SECTION VI

Over the <u>last 2 weeks</u> , how often have you been bothered by any of the following problems?	Not at all	A few days	Several days	More than half the days	Nearly every day
Feeling nervous, anxious or on edge	0	1	1	2	3
Not being able to stop or control worrying	0	1	1	2	3
Worrying too much about different things	0	1	1	2	3
Trouble relaxing	0	1	1	2	3
Being so restless that it is hard to sit still	0	1	1	2	3
Becoming easily annoyed or irritable	0	1	1	2	3
Feeling afraid as if something awful might happen	0	1	1	2	3

Is there anything bothering you today that you would like to talk to a counselor about today?	Yes	No
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Patient Rights and Responsibilities:

As a patient, you have the right to:

- take part in your health care and treatment.
- know the names of the people caring for you.
- be treated with respect and dignity in a safe and private setting.
- be informed about your illness and treatment, including options for your care.
- change medical providers at Sierra Family Health Center.
- get another opinion about your illness or treatment.
- privacy of your health records.
- talk with the clinic manager about any questions or problems with your care.
- know about services available through SFHC.
- receive respect for your cultural, social, spiritual and personal values and beliefs.
- know about legal reporting requirements.
- ask for special arrangements if you have a disability.
- ask for help with a living will or durable power of attorney for health care.
- refuse treatment, care and services as allowed by law.
- know the cost of your care and ways you may pay for your care.
- refuse to be included in any research program without limiting medical care or treatment.

As a patient, you have the responsibility to:

- tell your medical provider about your illness or problems.
- ask questions about your illness or care.
- show respect to both care givers and other patients.
- cancel or reschedule appointments so that another person may have that time slot.
- pay your bills on time.
- use medications or medical devices for yourself only.
- inform the medical provider if you become worse or you have an unexpected reaction to a medication.
- give written permission to release your other health records to Sierra Family Health Center when necessary.
- provide SFHC a copy of your living will or durable power of attorney for healthcare matters.

If you have any questions, please tell your medical provider or the clinic manager.

SFHC Hours:
Oregon House: Monday, Tuesday and Thursday: 8:30AM—4:30 PM
Tyler Foote: Monday-Friday: 8.30AM—5:00PM and Saturday: 10AM--1PM
Email: info@sierraclinic.org

Your Patient Portal

Your patient portal is a secure website where you can view and update your personal and health information, as well as communicate with Sierra Family!

You now have convenient, safe and secure access to:

View

- Your visit summaries
- Current medications
- Upcoming appointments
- Lab results
- Educational materials
- Messages from the practice

Update

- Personal information
- Phone number, address, and emergency contacts
- Preferred pharmacy

Communicate

- Send a general message to your provider
- Request medication refills
- Download your available health records
- Transmit your available medical records to another provider
- Request a new appointment

To access your portal, simply give your email address to a team member of Sierra Family

Within an hour, you will receive an email with instructions on setting up your personal patient portal.

Sierra Family Health Center

*Caring for you as family

You Can Help Support Sierra Family Health Center

At no cost to you!

Please Use One of Our Preferred Pharmacies:

Simply go to one of our preferred pharmacies, listed below, for your medications and SFHC will receive a small rebate on your purchase, at no cost to you! All you need to do is fill your prescriptions—you don't even have to tell them you're a patient with SFHC.

CVS Pharmacy

1005 Sutton Way, Grass Valley CA 95945 906 E Main Street, Marysville CA 95901 1274 Stabler Lane, Yuba City CA 95993 11411 Deerfield Drive, Truckee CA 96161 388 Elm Avenue, Auburn CA 95603

Raley's Pharmacy

692 Freeman Lane, Grass Valley

Rite Aid Pharmacy

720 Sutton Way, Grass Valley CA 95945

Save Mart Pharmacy

2054 Nevada City Highway, Grass Valley

Frequently Asked Questions

Q: Will it cost me more to go to one of these preferred pharmacies?

A: No. The cost to you should be the same at preferred pharmacies as at any other pharmacy. The rebate is covered by drug companies at zero cost to you.

Q: Do I need to tell the pharmacy that I am a patient at SFHC, and I want to use the rebate program?

A: No—the pharmacies will automatically know that you are a patient with us, and will give us the rebate without you saying anything.

Q: Should I ask to have my prescriptions transferred right away?

A: You can start with any prescriptions you receive at your visit today, or have us refill one of your ongoing medications. Please tell your healthcare provider which preferred pharmacy you would like to use. Then, at your convenience, you can ask that pharmacy to get all your prescriptions transferred there.

If you have any other questions, please ask your medical assistant or healthcare provider at your visit today.

Thank you for considering our preferred pharmacy program!