

Check List of Documents Required for Registration

- ☐ Patient registration worksheets completed
- ☐ Signed Notice of Privacy Practices (can be completed by parent, legal guardian, state appointed guardian)
- ☐ Signed Consent to Treat and Bill (can be completed by parent, legal guardian, state appointed guardian)
- ☐ Copy of identification card (can be used for name change if current)
- ☐ Certificate of Indian Blood or Tribal Enrollment Card from Federally Recognized Tribe
- ☐ Copy of all/any insurance cards front and back



PATIENT DEMOGRAPHICS

Last Name _____ First Name _____ M.I. _____

Suffix _____ Preferred Name _____ Birth Sex ☐ Female ☐ Male Legal Sex ☐ Female ☐ Male

Tribe _____ Blood Quantum _____ Ethnicity ☐ Hispanic ☐ Not Hispanic ☐ Unknown

Race ☐ Asian ☐ African American ☐ White ☐ Native Hawaiian/Pacific Islander ☐ Alaskan Native

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____ City _____ State _____ Zip _____

Country ☐ United States or ☐ Other _____

Date of Birth _____ Social Security # _____

Cell Phone # _____ Home Phone # _____

Alternate Phone # _____ Email Address _____

Preferred Contact Method ☐ Home Phone ☐ Mobile Phone ☐ Letter ☐ Patient Portal-MyHealth ☐ Text SMS

GUARANTOR INFORMATION (guarantor is who is legally responsible for the patient)

Relationship to Patient _____

Last Name _____ First Name _____ M.I. _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Employer _____

PATIENT PORTAL (provides access to records, results, appointments, secure messaging to your provider)

MyHealth Patient Portal Email Address _____

Challenge Question(s) Choose only one. ☐ Last 4 digits of your SSN _____ ☐ Year you got married _____

☐ Year you graduated high school _____ ☐ Year your father graduated high school _____

☐ Year your father was born _____ ☐ Year your mother graduated high school _____

☐ Year your mother was born _____ ☐ Your postal code _____

PRIMARY INSURANCE

Insurance Company _____ Policy Number _____

Group Number _____ Subscriber Employer _____

Subscriber Employment Status ☐ Active Duty Military ☐ Declined ☐ Disabled ☐ Full Time ☐ Minor Child
☐ Part-Time ☐ Retired ☐ Self Employed ☐ Part-Time Student ☐ Part-Time Student ☐ Unemployed

Employer Address _____ Employer Phone Number _____

Relationship to Patient ☐ Self or Subscriber's Name _____

Subscriber Phone# _____ Subscriber Date of Birth _____

SECONDARY INSURANCE

Insurance Company _____ Policy Number _____

Group Number _____ Subscriber Employer _____

Subscriber Employment Status ☐ Active Duty Military ☐ Declined ☐ Disabled ☐ Full Time ☐ Minor Child
☐ Part-Time ☐ Retired ☐ Self Employed ☐ Part-Time Student ☐ Part-Time Student ☐ Unemployed

Employer Address _____ Employer Phone Number _____

Relationship to Patient ☐ Self or Subscriber's Name _____

Subscriber Phone# _____ Subscriber Date of Birth _____

TERTIARY INSURANCE

Insurance Company _____ Policy Number _____

Group Number _____ Subscriber Employer _____

Subscriber Employment Status ☐ Active Duty Military ☐ Declined ☐ Disabled ☐ Full Time ☐ Minor Child
☐ Part-Time ☐ Retired ☐ Self Employed ☐ Part-Time Student ☐ Part-Time Student ☐ Unemployed

Employer Address _____ Employer Phone Number _____

Relationship to Patient ☐ Self or Subscriber's Name _____

Subscriber Phone# _____ Subscriber Date of Birth _____



PERSONAL INFORMATION

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Life Partner **Donor** ☐ Yes ☐ No

Advanced Directives or Living Will ☐ Yes ☐ No **Homeless** ☐ Yes ☐ No **Seasonal Migrant Worker** ☐ Yes ☐ No

EMERGENCY CONTACT

☐ Family Member ☐ Foster Parent ☐ Guardian ☐ Next of Kin ☐ Power of Attorney

Last Name _____ **First Name** _____ **M.I.** _____

Physical Address _____ **City** _____ **State** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____

ADDITIONAL CONTACT

☐ Family Member ☐ Foster Parent ☐ Guardian ☐ Next of Kin ☐ Power of Attorney

Last Name _____ **First Name** _____ **M.I.** _____

Physical Address _____ **City** _____ **State** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____

VERIFICATION OF INFORMATION

PATIENT OR GUARDIAN SIGNATURE

DATE

WITNESS SIGNATURE

WITNESS TITLE

DATE

*****STAFF USE ONLY*****

☐ Certificate of Indian Blood or Tribal Enrollment Card ☐ Notice of Privacy Practice ☐ Consent to Treat and Bill

☐ State Identification AVTEC Identification (if applicable) ☐ Completed Registration worksheet

☐ Signed ROI (if applicable) CommonWell ☐ YES ☐ NO ☐ CommonWell Opt Out Form (if applicable)

Legal Documents ☐ Guardianship documents ☐ Health Care Power of Attorney ☐ Living Will Advanced Directives

☐ Legal documents for name change ☐ Paternity Attestation

CHUGACHMIUT

NOTICE OF PRIVACY PRACTICES



THIS NOTICE DESCRIBES:

- HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED
- YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION, INCLUDING HOW YOU CAN GET ACCESS TO THIS INFORMATION
- HOW TO FILE A COMPLAINT CONCERNING A VIOLATION OF THE PRIVACY OR SECURITY OF YOUR HEALTH INFORMATION, OR OF YOUR RIGHTS CONCERNING YOUR INFORMATION

PLEASE REVIEW THIS NOTICE CAREFULLY. YOU HAVE A RIGHT TO A COPY OF THIS NOTICE (IN PAPER OR ELECTRONIC FORM) AND TO DISCUSS IT WITH OUR PRIVACY OFFICER AT 907-562-4155 IF YOU HAVE ANY QUESTIONS.

This notice applies to records maintained by Chugachmiut Health and Behavioral Health Services.

Chugachmiut respects your privacy and understands that your health information is a private and sensitive matter. We make a record of the care and services you receive at Chugachmiut which is called your protected health information (PHI). We need this information to give you quality health care and comply with the law. For example, this information includes your symptoms, test results, diagnosis, treatment, health information from Chugachmiut and other health care providers, and billing and payment information related to those services. We will not disclose your information to others unless you authorize us to do so, or unless the law authorizes or requires us to do so.

This privacy notice will tell you about: (1) the ways that we may use and disclose PHI about you; (2) your privacy rights; (3) special rules for patients of Chugachmiut's substance use disorder (SUD) treatment programs; and (4) Chugachmiut's responsibilities in using and disclosing your PHI.

WHO WILL FOLLOW THIS NOTICE:

- Any staff or other individuals authorized by Chugachmiut to access, handle, or enter information into your health record; and
- Any member of a volunteer group we allow to help you while you are receiving services at Chugachmiut.

CHUGACHMIUT'S RESPONSIBILITIES:

We are required by law to:

- Keep your PHI private and secure;
- Give you this Notice of our legal duties and privacy practices with respect to PHI;
- Notify you of your specific rights as to PHI, including substance use disorder records that are subject to 42 C.F.R. Part 2;
- Let you know promptly if a breach occurs that may have compromised the privacy or security of your PHI; and
- Follow the terms of the Notice of Privacy Practices currently in effect.

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We have the right to change our practices regarding the PHI we create or maintain. If we make changes, we will update this Notice. You may obtain the most recent copy of this Notice by calling and requesting a copy, visiting any of our Chugachmiut programs and asking for it, or by visiting our website: www.Chugachmiut.org.

HOW CHUGACHMIUT MAY USE & DISCLOSE YOUR PHI:

The following is an explanation of some of the ways your PHI may be used and disclosed:

Treatment: We can use your PHI for treatment purposes and can share it with other individuals or entities providing you with health care. For example, Chugachmiut may share your medication information with a specialist that we refer you to in order to avoid treatment that might cause a negative reaction with your medication.

Payment: We can use and share your PHI to bill and obtain payment for the services we provide to you. For example, insurance companies may need information about services you received at a Chugachmiut clinic in order to authorize payment. In addition, if someone else is responsible for your health care costs, we may disclose information to that person about services we provided to you when we seek payment.

Health Care Operations: We can use and share your PHI to run Chugachmiut's clinics and programs, improve your care, and make sure all patients receive quality care. For example, we may use your PHI to evaluate the performance of our staff, or to evaluate services provided at Chugachmiut.

Electronic Health Information Systems: Your PHI will be available to providers who use the Alaska Tribal Health System's shared electronic health record.

Health Information Exchange: We participate in a health information exchange that combines information from other participating healthcare facilities. This allows providers and health plans involved in your care to access PHI submitted by other providers and facilities for legitimate purposes, including treatment, payment, and operations. Once information is entered into these systems, it can be amended, but it cannot be removed. You are permitted to request information about documentation regarding who has accessed your information through the electronic health information exchange. You may "opt out" of including your health information in the exchange. If you opt out, then your PHI will only be available to providers who use the Alaska Tribal Health System's shared electronic health record. Your provider will have information on how to make this request.

Appointment Reminders: We may use and disclose PHI to contact you as a reminder that you have an appointment for treatment or health care at Chugachmiut. We may use and disclose health care information during the reminder call, but the information disclosed will be kept to what is necessary to remind you of the appointment.

Interpreters: In order to provide you proper care and services, we may use the services of an

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interpreter. This may require the use or disclosures of your PHI to the interpreter or others facilitating the provision of interpreter services.

Other Treatments and/or Health Products: We may use and disclose your PHI to tell you about treatment options or alternatives or about health-related products or services that may be of interest to you.

Research: Under certain circumstances, we may use and disclose PHI about you for research purposes, both with and without your permission. Before we disclose your PHI without your permission, we will verify that researchers meet specific requirements under HIPAA to protect your PHI, and if appropriate, obtain approval from the authorized body that ensures the protection of human research subjects.

Funeral Directors/Coroners/State Medical Examiner: We can disclose PHI about you to funeral directors, coroners, and the state medical examiner, consistent with applicable law to allow them to carry out their duties.

Public Health: We may disclose your PHI for public health activities that can include the following:

- Prevention or control of disease, injury or disability;
- Reports of births and deaths;
- Reports of abuse or neglect of children, elders, and dependent adults;
- Reports of reactions or problems with medications or health products; and
- Helping with product recalls.

Workers' Compensation Laws: We will disclose your PHI as authorized by law when you have made a workers' compensation claim.

Correctional Institutions: If you are in jail or prison, we may disclose your PHI to the Department of Corrections for your health and the health and safety of others.

Law Enforcement: We may disclose limited PHI about you to law enforcement for certain purposes, such as to report criminal conduct that occurred on our premises, to locate you if you are the suspect of a crime, to avert a serious and imminent threat to health or safety, or when required by law, such as to report certain injuries caused by guns or knives.

Tissue Donation, Organ Procurement and Transplant: We may disclose your PHI to organ procurement organizations.

Health and Safety Oversight: We will disclose your PHI to a health oversight agency when required by law. These oversight activities include audits, investigations, and medical licensure.

Preventing a Serious and Imminent Threat: We may use or disclose your PHI if we believe in good faith that doing so is necessary to prevent or lessen a serious and imminent threat to the health and safety of a person or of the public. Disclosure must be to a person reasonably

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able to prevent or lessen the threat, including a friend, family member, employer, provider, or law enforcement.

Disaster Relief Purposes: We may disclose your PHI to disaster relief agencies or law enforcement to assist in notification of your condition to family or others in case of a disaster.

Military and Veterans: If you are a member of the armed forces, Chugachmiut may release your PHI as required by military command authorities.

Court Orders, Lawsuits and Disputes: We may disclose your PHI in response to a warrant, subpoena, court or administrative order in accordance with applicable law.

National Security and Intelligence Activities: We may release your PHI to authorized federal officials for intelligence, counter intelligence and other national security activities authorized by law.

Business Associate Agreements: We may disclose your PHI to individuals and organizations that assist Chugachmiut with treatment, health care operations, or payment and have agreed to protect the confidentiality of your PHI. For example, Chugachmiut may disclose PHI to consultants or attorneys who assist us in complying with our legal obligations.

Other Uses and Disclosures: We may also use and disclose your PHI as specifically required or authorized by applicable laws for other reasons not specifically listed here.

Notification of Family and Others: Unless you specifically object, we may release PHI about you to a friend or family member who is involved in your health care, or payment for care, while you are receiving services, if appropriate under the circumstances. In emergency cases where you are unavailable or incapacitated, or do not otherwise object, we may also tell your family or friends your location and general condition. If you would like to restrict the PHI provided to family or friends involved in your care or payment for care, please contact the Privacy Officer at the number at the end of this notice.

Uses and Disclosures That Require Your Authorization: Other than the uses and disclosures described above, PHI will be used or disclosed only with your written permission. For example, we will not use or share psychotherapy notes without your permission outside of limited circumstances, we will not use or share your health information for marketing without your permission, and we will not sell your health information without your permission. If you tell us we can share your information, you can change your mind at any time. Let us know in writing if you do change your mind.

Potential for Redisclosure: Information legally shared by Chugachmiut may be able to be shared again by the recipient and may no longer have the same privacy protections.

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SPECIAL RULES FOR SUBSTANCE USE DISORDER PATIENT RECORDS

If you receive substance use disorder (SUD) treatment, diagnosis, or referral for treatment through Chugachmiut Behavioral Health Services, any information that identifies you as a SUD patient may have additional protection under the federal confidentiality regulations at 42 C.F.R. Part 2 ("Part 2"). This information, known as Part 2 records, has additional restrictions on its use and disclosure. Chugachmiut will determine whether your information is protected by Part 2.

In general, Chugachmiut must obtain your written consent before disclosing PHI protected by Part 2 to people or organizations outside of Chugachmiut Behavioral Health Services. Chugachmiut may condition SUD treatment on receiving your consent to disclosure for treatment, payment, or health care operations purposes. However, Part 2 permits Chugachmiut to release your PHI subject to Part 2 without your consent in certain circumstances, including:

- Pursuant to a written agreement between Chugachmiut and another organization that provides services to Chugachmiut, where the other organization has agreed to protect the privacy of your information;
- For certain research, audit, or evaluation purposes;
- For public health purposes, where there is no reasonable basis to believe that the information could be used to identify you as a SUD patient;
- To report a crime against Chugachmiut Behavioral Health Services personnel or that took place on Chugachmiut Behavioral Health Services property;
- To medical personnel in a medical emergency when your consent cannot be obtained;
- To report suspected child abuse or neglect to appropriate authorities; and
- Pursuant to a court order.

In other situations not listed here, we will obtain your consent before disclosure. For example, we will obtain your consent before disclosing your SUD information for treatment, payment, or health care operations purposes. You may also revoke your written consent by providing a written statement to us. This revocation will not apply to any uses or disclosures already made based on your prior consent.

SUD records, or testimony about the content of such records, shall never be used or disclosed in any civil, administrative, criminal, or legislative proceedings against you unless you have consented, or the use or disclosure is required by a valid court order. SUD records will only be used or disclosed based on a court order after notice and an opportunity to be heard is provided to you or Chugachmiut as required by law. A court order authorizing use or disclosure of SUD records must be accompanied by a subpoena or other legal mandate compelling disclosure before the records can be used or disclosed.

You may provide Chugachmiut with a single written consent form allowing us to use and disclose your SUD records for all future treatment, payment, or health care operations purposes. Records disclosed based on such consent form to another health care provider, health plan, or to a business associate of Chugachmiut may be further disclosed by the recipient without your additional consent,

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as long as the additional disclosures are in line with general federal protections for PHI. However, such records still cannot be shared by the recipient in civil, criminal, administrative, or legislative proceedings against you without your written consent or pursuant to a valid court order, as described above.

YOUR INDIVIDUAL RIGHTS REGARDING YOUR PHI

You have specific individual rights regarding your health information. This section explains your rights.

Notice: You have the right to receive a copy of this Notice, in paper or electronic form.

Questions: You have the right to ask questions about any information contained in this Notice and to discuss this information with the person listed on Page 1.

Right to Request Restrictions on Use: You have the right to ask Chugachmiut to limit certain uses and disclosures of your PHI. If you want to limit use and disclosure, you must submit the request in writing. We are not required to grant the request, except under special circumstances, such as a restriction on information provided to an insurer for services that you paid for out-of-pocket.

Right to Request Confidential Communications: You may request that Chugachmiut communicate with or contact you by a particular means (mail, e-mail, fax, etc.) or at a particular location. These requests must be made in writing and we have a form available for this type of request. Chugachmiut will accommodate reasonable requests.

Right to Get A Copy of Your Medical Record: You may request to see and/or get an electronic or paper copy of your PHI. We will provide you with a copy or summary of your health information, usually within 30 days of the request. We may charge a reasonable, cost-based fee.

Right to Request A Correction to Your Medical Record: You have the right to ask us to correct health information about you that you think is incorrect or incomplete. We may say “no” to your request, but we will tell you why in writing within 60 days of your request.

Right to Know About Disclosures of Your Information: You have the right to request a list (an “accounting”) of certain disclosures of your PHI made by Chugachmiut, for up to a period of six years following disclosures. This list will not include disclosures to third party payers, or disclosures for treatment or health care operations purposes. Other exceptions to the accounting requirement include, but are not limited to, disclosures made subject to your right of access, to individuals involved in your care, for national security purposes, and for the health and safety of inmates or detainees. You may request an accounting at any time. Chugachmiut is only required by law to provide one accounting without charge during any 12-month period. We will notify you of the cost involved if you request this information more than once in a 12-month period.

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You also have the right to request a list of the disclosures of your electronic SUD records made over the last three years, including where those disclosures were for the purpose of treatment, payment, or health care operations.

Right to Not Receive Fundraising Communications: You have the right to elect not to receive any fundraising communications from Chugachmiut.

RIGHT TO ASK FOR HELP, EXPRESS A CONCERN, OR MAKE A COMPLAINT

If you have questions, want more information, want to report a problem about the handling of your PHI, or want to file a written complaint because you believe your privacy rights have been violated, you may contact:

Privacy Officer
c/o Chugachmiut Health Services
1840 Bragaw Street, Suite 110
Anchorage, Alaska 99508
907-562-4155
Email: privacyofficer@chugachmiut.org

You may also file a written complaint regarding a violation of HIPAA or 42 C.F.R. Part 2 with the Office of Civil Rights online at <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf> or by sending a written complaint to:

Centralized Case Management Operations
U.S. Department of Health and Human Services
200 Independence Avenue. S.W.
Room 509F, HHH Building
Washington, D.C. 20201

Violation of the protections established by 42 C.F.R. Part 2 for substance use disorder patient records is a crime. You may file a complaint regarding a violation with the U.S. Attorney's Office in Anchorage, reachable by mail at 222 West 7th Ave., Room 253 #9, Anchorage, AK 99513, or by phone at (907) 271-5071.

Chugachmiut will not retaliate or discriminate against you due to reports you've made to us or the federal government regarding your privacy rights.

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NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

Effective Date April 14, 2003, Revised July 11, 2025

Chugachmiut's Notice of Privacy Practices provides information about how Chugachmiut may use and disclose your protected health information (PHI). You have the right to review the Notice before signing this acknowledgment. As stated in the Notice, the terms of the notice may change. If the Notice is changed, you may obtain a revised copy by contacting the Privacy Officer or asking any Chugachmiut health service team member.

By signing this form, you acknowledge receipt of Chugachmiut's Notice of Privacy Practices, and have had sufficient opportunity to review its contents and ask any questions of Chugachmiut.

Date

Printed Name of Patient

Printed Name of Authorized Representative

Signature of Patient or Authorized Representative

MY CONSENT FOR MEDICAL TREATMENT AND BILLING

I consent to medical treatment which may be performed during the visit and for ongoing medical care as a patient of Chugachmiut, including emergency treatment of services, which may include, but are not limited to: laboratory procedures, x-ray examinations, medical and/or surgical treatment and/or procedures, anesthesia and/or medical services rendered under the general and special instructions of the patient's physician, healthcare provider or surgeon.

I understand that:

- A) It is customary, except in emergencies or unusual circumstance, that major procedures are not carried out until the patient has discussed them with the physician or other health professionals and has agreed to the procedure(s);
- B) Each patient has the right to refuse any proposed procedure(s) and/or treatment(s);
- C) No patient will be involved in any research or experimental procedure(s) without his/her full knowledge and consent; and
- D) I understand that no guarantee has been made to me as to the result or cures that may be obtained from examination or treatment.
- E) I understand that Chugachmiut is a teaching facility and that resident physicians "physician in training", medical students, nursing students and other health professional students may be involved in my care. I recognize that these residents and students are supervised by experienced staff. My primary physician and/or healthcare provider have full authority and responsibility for my care. I understand I may refuse care by any resident or students at any time, and that such refusal will not result in any reduction of the quality of care provided.

In the event that a healthcare worker has an exposure to my blood or body fluids during the course of my care at Chugachmiut, I hereby give my consent to be tested for the presence of communicable diseases that may cause risk to the healthcare worker. The results of these tests will be retained with my confidential medical information. I will not be charged for the testing, and the results will be sent to my primary healthcare provider. I understand that testing will be done through Chugachmiut and that I may contact them with any questions or concerns regarding this issue.

FINANCIAL MATTERS

My Financial Obligation for Services Provided to Me

I understand payment in full is required within thirty (30) days of service. I may be asked to remit in full if my insurance has not paid within the time frame. I may make special payment arrangements if this creates a financial hardship by talking to a billing representative at the clinic or contacting the billing department at 907-334-0106. Should the account be referred to a collection agency or an attorney for collections, I understand I shall pay actual attorney fees and collection expenses.

Upon request, Chugachmiut will make a good faith effort to give the patient, guarantor, resident or client, an estimate of charges using the most current pricing for the same or similar services.



These estimates provide no guarantees or limitation to a person's actual billed charges due to the inability to predict all the services and equipment that may be required to comply with the individual plan of care.

My Authorization for Direct Payment of Insurance Benefits to Chugachmiut

I authorize, whether I sign as an agent or as a patient, direct payment to Chugachmiut any insurance benefits otherwise payable for services related to the visit and ongoing medical care. It is understood that I am financially responsible for all charges not covered by this assignment including those that are excluded from coverage by my insurance carrier.

My Consent to Chugachmiut to Release Information

To the extent necessary to determine liability for payment and to obtain reimbursement, I authorize Chugachmiut to disclose portions of my record, including medical records, to any person and/or corporation which may be liable to pay for my clinic(s) services.

GENERAL INFORMATION

Safe Environment for Health Care

Weapons or other dangerous objects, illegal drugs, and drugs not prescribed to the patient, by the patient's physician or healthcare provider are not permitted at the clinic(s). The clinic's obligation to provide a safe environment for care must override the individual's right to privacy. Chugachmiut reserves the right to search the patient, guarantor, resident or clients and to confiscate such objects upon reasonable probable cause.

Personal Valuables

I understand that the clinic(s) have advised that I should leave my personal property, money, and valuables at home or with family/friends. I agree that the clinic(s) shall not be liable for any loss or damage to said personal property, money, or valuables and waive all such claims. I understand that the clinic(s) is not responsible for the safekeeping of my personal property, money, or valuables left by me in the clinic(s) public areas or in patient, resident or clients rooms.

By signing my signature, I acknowledge that I have read and understand MY CONSENT FOR MEDICAL TREATMENT AND BILLING regarding treatment for myself or if signing as a parent or guardian, for my minor child or the person for whom I am responsible.

Current Phone Number(s)

Printed Patient Name

Date of Birth

Signature of Patient

Date

Signature of Guardian, Relative or Responsible Party

Date