



**HIGH PLAINS MENTAL HEALTH CENTER**  
**Patient Information - Adult**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ (Cell) \_\_\_\_\_

May we correspond by mail, telephone and voicemail (if applicable) at the above HOME address and phone number?  Yes  No  
May we correspond by telephone and voicemail (if applicable) at the above WORK address and phone number?  Yes  No  
May we correspond by mail, telephone and voicemail (if applicable) at the above CELL phone number?  Yes  No  
If not, where may we contact you? The home address listed above will be used for all correspondence unless an alternate address and phone is given below:  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Whose address & phone is this? \_\_\_\_\_

<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male to Female <input type="checkbox"/> Transgender Female to Male	<b>ETHNICITY</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>MARITAL STATUS</b> <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	<b>RACE</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other	<b>ELIGIBILITY FOR SSI OR SSDI</b> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Eligible and Receiving Payment <input type="checkbox"/> Eligible but not Receiving Payment <input type="checkbox"/> Potentially Eligible <input type="checkbox"/> Determined to be Ineligible by Review and Decision <input type="checkbox"/> Determination Decision on Appeal
<b>MILITARY STATUS</b> <input type="checkbox"/> No Service <input type="checkbox"/> Active Duty <input type="checkbox"/> Reserves <input type="checkbox"/> National Guard Are you currently serving? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>BRANCH</b> (Check all that apply) <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard				
<b>DOES ANY PORTION OF YOUR HOUSEHOLD INCOME COME FROM ANY AGRICULTURE-RELATED INDUSTRY, SUCH AS FARMING, RANCHING, DAIRY, CUSTOM HARVESTING, FARM SUPPLY OR EQUIPMENT SALES, ETC.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>TOBACCO/NICOTINE USE</b> <input type="checkbox"/> Never Used <input type="checkbox"/> Have Used/Not Current User <input type="checkbox"/> Occasional User <input type="checkbox"/> Regular User <input type="checkbox"/> Use Smokeless Tobacco				
<b>PRIMARY LANGUAGE</b> _____				
<b>RELIGIOUS/SPIRITUAL AFFILIATION</b> _____				

What is your occupation? \_\_\_\_\_

Highest grade level completed: \_\_\_\_\_

Recent History of Present Situation

Who referred you to us? \_\_\_\_\_

Please describe the problems you are concerned about:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long has this been troubling you? \_\_\_\_\_



Did you have any psychological/emotional problems growing up? Yes No If yes, explain:

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Family history of mental illness? Yes No (e.g. depression, schizophrenia, etc)

If yes, please explain:\_\_\_\_\_

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Family history of substance abuse? Yes No

If yes, explain:\_\_\_\_\_

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Have you experienced any current or past abuse and/or neglect? (Victim or Perpetrator) Yes No

If yes, please explain:\_\_\_\_\_

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Have you experienced any current or past problems with alcohol or other substance use? Yes No

If yes, please explain:\_\_\_\_\_

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Current medications/dosage:\_\_\_\_\_

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Current physical/medical health conditions\_\_\_\_\_

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Please list all **PREVIOUS** (Mental health and/or Substance Abuse) treatment you have received (including all High Plains MHC facilities):

Facility	Location (City, State)	Type of Care (Inpatient, Outpatient, Substance Use)	Dates (if known)

Please list all drug allergies and adverse reactions you have had to medications:

Name of Drug:	Type of Adverse Reaction:



Name of Primary Care Physician/Clinic: \_\_\_\_\_

In emergency, who can we notify? Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone \_\_\_\_\_

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Reviewed By: \_\_\_\_\_ Initials for additions: \_\_\_\_\_ Date: \_\_\_\_\_

**High Plains Mental Health Center  
Adult Entry Client Status Report**

**Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Current Educational Status:**

- Attending College (1-6 hours)
- Attending College (7 or more hours)
- Attending Vocational school or apprenticeship, vocational program, (CNA training)
- Basic Educational skills
- Working on English as a second language
- Working on GED
- No educational participation
- Other (specify: \_\_\_\_\_)
- Pre-Educational explorations
- Avocational Educational involvement

**Current Vocational Status:**

- No Vocational Activity
- Prevocational Activity
- Screening & Evaluation of vocational interests & abilities
- Active Job Search
- Participating in a Sheltered work program/sheltered employment
- Employed in Transitional Employment
- Participating in ongoing volunteer activity
- Any person who remains home to take care of children or others
- Any job or set of jobs requiring LESS than 30 hours per week
- Any jobs or set of jobs requiring MORE than 30 hours per week
- Other (Specify: \_\_\_\_\_)
- Retired

**Current Residential Arrangement:**

- Nursing Home
- NFMH
- Group Home
- Boarding Home
- Lives w/ relatives – DEPENDENT
- Lives w/ relatives – INDEPENDENT
- Supervised Housing Program
- Independent Living
- Other (Specify: \_\_\_\_\_)
- Precariously Housed
- Homeless

Form Completed by: \_\_\_\_\_

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

HIGH PLAINS MENTAL HEALTH CENTER  
TREATMENT PLAN SIGNATURE PAGE

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

My signature below indicates that the treatment plan dated \_\_\_\_\_ has been discussed with me and that I have been involved in developing it.

\_\_\_\_\_  
Signature of Patient or Representative

\_\_\_\_\_  
Date

**HIGH PLAINS MENTAL HEALTH CENTER  
FEE AND PAYMENT AGREEMENT  
INSURANCE AUTHORIZATION AND ACCEPTANCE OF FINANCIAL RESPONSIBILITY**

Patient Name \_\_\_\_\_ DOB \_\_\_\_\_ Soc. Sec. #\* \_\_\_\_\_ Entry Date \_\_\_\_\_  
 Patient Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Responsible Person \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_ Soc. Sec. #\* \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Please list any payers including but not limited to **Insurance, Medicaid, EAPs**. List name of policy holder and DOB if other than patient.

Payer Name \_\_\_\_\_ Policy Holder Name and DOB \_\_\_\_\_  
 Payer Name \_\_\_\_\_ Policy Holder Name and DOB \_\_\_\_\_  
 Payer Name \_\_\_\_\_ Policy Holder Name and DOB \_\_\_\_\_

I request that payment be made on my behalf to High Plains Mental Health Center for services provided, under the medical direction of Center physicians, during the treatment period that commenced on the above date. I authorize High Plains Mental Health Center to release to the above listed entities or their agents, and every insurance plan that I have coverage under during the course of treatment, any information needed to determine these benefits or the benefits payable for related services. I understand that the purpose of this disclosure is to determine eligibility and payment for services. I understand I may revoke this consent at any time except for information that has already been sent. Unless I revoke it earlier, this consent will expire when claims for all services provided to me have been settled. \*Denotes optional field

**Kansas Medical Assistance Program:** I understand that I am responsible for non-covered services which may include but not limited to: -services provided when consumer was not eligible for Medicaid; the consumer was eligible when services were provided, however, did not inform the provider of his/her Kansas Medical Assistance Program eligibility timely; services Medicaid does not cover such as court appearances, telephone conferences/therapy, services in excess of Medicaid allowed benefits, and psychotherapy for patients whose only diagnosis is mental retardation.

**CHECK ONE: COMPLETE THIS SECTION EVEN WHEN YOU HAVE INSURANCE OR A MEDICAL CARD**

- I do NOT LIVE in the 20 county area served by High Plains Mental Health Center and understand I am not eligible for a sliding scale fee.
- I live in \_\_\_\_\_ county and wish to apply for a sliding scale fee based on financial information which I have provided below.
- I live in \_\_\_\_\_ county and do not wish to apply for the sliding scale fee. I am willing to pay the usual and customary fee for services.

Total Family Income per year (Gross Pay before taxes and other deductions) \$ \_\_\_\_\_  
 If self employed, how much did you use for all family expenses during the year? \$ \_\_\_\_\_  
 How many people are supported by your family income? \_\_\_\_\_

High Plains Mental Health Center is supported by patient fees and funds from state and local government. Your fee is based upon financial information certified by you. The Percent of Reduction will be applied to charges on the account. Failure to provide required information on insurance coverage will void the Percent of Reduction and charges will become payable at the Center's usual and customary charge. The Center reserves the right to adjust its usual and customary charge. Your Percent of Reduction will expire upon discharge. High Plains provides services throughout the 20 county area. All statements are mailed from the Hays Office.

To the best of my knowledge, the above information is true and correct. I agree to pay for outpatient services at each visit or, if I have insurance, upon receipt of statement indicating the balance due, and to pay Woodhaven Community Support Services monthly upon receipt of statement indicating the balance due. I further understand that should benefits be denied or fees not be fully covered by my insurance, I am responsible for payment of any balance due in accordance with this agreement. If unable to follow this policy, I am responsible for contacting the Insurance Department (785) 628-2871. The Responsible Person of SMI, SPMI or SED patients may request a special fee agreement beyond the sliding fee reduction when extenuating circumstances exist. If the request is denied the consumer or responsible person may file a complaint with the Manager of Quality Improvement. No one will be denied necessary and appropriate services that the Center is required to provide by K.A.R. 30-60-64, solely because of the patient's inability to pay the fees charged by the center for those services. The Center reserves the right to refer delinquent accounts to a professional collection agency and/or the Center's attorney.

I have read and understand the terms of the Fee and Payment Agreement and agree to pay for services provided by High Plains Mental Health Center to the patient listed above according to these terms.

I have received a copy and a verbal explanation of the Center's Insurance, Billing, and Payment Policies, including treatment service fees.

\_\_\_\_\_  
 Date Signature of Responsible Person

OFFICE USE ONLY: Percentage of Reduction \_\_\_\_\_ Initials \_\_\_\_\_



HIGH PLAINS MENTAL HEALTH CENTER
AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

High Plains Mental Health Center Attn: Medical Records 208 E 7th Street Hays, KS 67601 Ph (785) 628-2871 Fax (785) 628-0330

Type of Release (please mark either or both): Release To Obtain From
Name
Address
City State Zip
Telephone Number Fax Number

I hereby authorize the disclosure of information checked below from the records of:

Name: DOB: SSN (last 4 digits):

The type and amount of information to be used or disclosed is as follows:

- Entry/Admission Report Verbal or Written Progress Reports/Consultations Insurance/Billing
Discharge Report Medical History, Lab Results, X-Ray Documentation of Diagnosis
Psychological Evaluation Medications Other
Treatment Plan All of my Substance Use Disorder Records
Verbal or written notes/reports re: Medication Evaluations/Reviews
Notification letter of the date of my admission into and discharge from services.

All of the records authorized above may be released unless actual dates of treatment are specified here:

It is understood that this information will be used for the purpose of:

- Evaluation Treatment Follow-Up Care Payment Legal Continuity of Care
Other (specify)

- \* I understand my records may include information regarding alcohol or drug treatment, HIV testing, HIV status, or AIDS.
\* I understand I may revoke this authorization verbally or in writing at any time except for any information that has already been sent. Unless I revoke it earlier, this authorization will automatically expire ninety days following termination of services unless otherwise specified:
\* I understand that information used or disclosed to any entity other than a health plan or health care provider may no longer be protected by federal privacy laws.
\* I understand that High Plains Mental Health Center will not condition treatment on my signing this authorization.

Signature of Patient Date
Signature of Legal Representative Date
Printed Name of Signee Relationship

\* Notice To Whomever Records are Disclosed: These records are protected by Federal Regulations (42 C.F.R. Part 2) and Kansas Statutes. Any further disclose of this information is PROHIBITED.



Client Name:

ID:

**High Plains Mental Health Center  
E-Mail/Electronic Communication Consent**

High Plains Mental Health Center (HPMHC) discourages the use of email and text messaging to communicate about your medical matters because it is not a secure method of communication, information could potentially be sent to the wrong person, it may not be the timeliest method of communication and it is dependent on technology which may or may not work all of the time. However, there are instances where email and text communication are permissible.

**Email**

With your consent, email can be used:

- For HPMHC to provide forms to me, and for me to return completed forms,
- To provide resources to me to assist in my treatment,
- To submit necessary business office documents (such as insurance paperwork, copies of insurance cards, etc).

**Text Messaging**

Text messaging is used by HPMHC to send next day appointment confirmations. If you do not want to receive text message appointment confirmations you will be able to “opt out” of this service by responding to the first text message confirmation you receive.

With your consent, text messaging is also allowed for:

- Scheduling and canceling appointment times with community-based service providers,
- Surveys,
- To reduce communication barriers in pre-approved, specific situations.

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I understand that email communication should not be used for emergencies or for communicating time sensitive information. In the event of an emergency I should call HPMHC at (800) 432-0333 or (785) 628-2871 or dial 911. To communicate emergent or time sensitive information I should directly contact the office of my healthcare provider.

I further understand that email communication and text communication should not be used for any additional purposes not described above. Communication should occur by phone, in writing, or by talking to my healthcare provider during a scheduled session.

I understand that due to situations outside of the control of HPMHC, internet and email service may be interrupted or not work at any given time. HPMHC is not responsible for technical failures.

I will not share, distribute, release or sell my healthcare provider’s e-mail address to anyone.

I understand that email communication is not a substitute for medical care and evaluation. I must arrange for an office appointment to assure appropriate care.





Client Name:

ID:

I understand that I am to provide my full name and contact phone number in all e-mails.

I understand and accept that my provider may route my e-mail to other members of the staff of HPMHC for informational purposes or for expediting a response. I authorize my provider to send and designate staff within HPMHC to receive and read my e-mail.

I acknowledge that commonly used e-mail services are not secure and fall outside the security requirement of set forth by the Health Insurance Portability and Accountability Act for the transmission of protected information. Therefore, I understand there is a risk that my health information may be obtained by others not affiliated with my provider. I authorize my provider to communicate with me as described above by email or text messaging even though email and text messaging may not be secure and private and may be subject to loss or exposure.

I acknowledge and accept that my healthcare provider can terminate e-mail or text communication at any time. I understand that I am responsible for notifying HPMHC if I choose to discontinue email or text communication or if my email address or cell phone number has changed.

I  approve  do not approve email as a form of communication for the purposes described above.

If approved, provide email address: \_\_\_\_\_

I  approve  do not approve text messaging as a form of communication for the purposes described above. (If you do not want to receive automated appointment confirmation texts you will be required to opt out of that system upon receipt of your first confirmation text.)

If approved, provide cell phone number: \_\_\_\_\_

\_\_\_\_\_  
Client or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Relationship if other than client



# High Plains Mental Health Center Consent for Outpatient Treatment

## Consent for Outpatient Treatment

I hereby consent to an initial assessment and subsequent treatment subject to my ongoing involvement in providing consent. The purpose of the assessment is to determine my current mental health and/or substance use needs and to develop treatment recommendations. I understand that if I wish to accept treatment I have the right to have the risks and benefits of treatment options, including not having any treatment, explained to me.

I understand that I may at any time refuse any intervention in which I do not wish to participate. This consent is voluntary and I can withdraw my consent to treatment at any time.

## Consent to Participate in Telemedicine Services

To better serve the needs in the community, some behavioral and substance use health care services are now available by interactive video communications, often referred to as “telemedicine”. Limited services may also be available by telephone. Using telemedicine, you may be evaluated and treated by a provider from a distant location.

- The provider at the distant location is licensed in the state of Kansas, and you will be informed as to what type of license they have.
- You will be informed if any additional personnel are present at the distant location and will have a chance to request that they not be present.
- Health care providers will have access to your mental health and substance use records, and will document your service just as when you are seen for a face-to-face service.
- Your privacy and confidentiality will be protected. There are potential risks to telemedicine technology, including interruptions, unauthorized access and technical difficulties. High Plains has taken precautions to secure those communications and minimize the risks.
- Charges for services using televideo conferencing or telephone technology will be billed to you in the same manner as if the services were delivered face-to-face. Charges will be billed to you at our usual and customary rate and your sliding scale fee reduction will be applied. If you have insurance, we will bill your insurance carrier first.

Your participation in telemedicine is voluntary, and you may refuse to participate or decide to stop participation at any time. If you refuse to participate or decide to stop participation, you may seek traditional behavioral health care services through High Plains Mental Health Center (if available) or another provider of your choice. This could result in delays in service, need to travel, or the risks associated with having a delay in behavioral health care services.

\_\_\_\_\_ I consent to the use of telemedicine.

## Notifications

\_\_\_\_\_ I have been given a verbal explanation and copy of High Plains Mental Health Center’s Rights and Responsibilities Brochure, and understand the Grievance Procedure as outlined in the brochure.

\_\_\_\_\_ I have been given a verbal explanation and copy of High Plains Mental Health Center’s Notice of Information and Privacy Practices.

\_\_\_\_\_ I have been given a copy of High Plains Mental Health Center’s Billing, Insurance and Payment Policies which includes treatment service fees.



**ADULT SEEKING SERVICES (Initial and sign below):**

\_\_\_\_\_ I hereby consent to an initial assessment and subsequent treatment at High Plains Mental Health Center.

\_\_\_\_\_ I am the legal guardian of the Identified Patient, who is 18 or older, and I hereby give my permission for him/her to receive an initial assessment and subsequent treatment at High Plains Mental Health Center. (Please provide HPMHC the appropriate court document.)

**CHILD SEEKING SERVICES (Initial and sign below):**

\_\_\_\_\_ I am the parent or legal guardian of the Identified Patient, who is under age 18, and I hereby give my permission for him/her to receive an initial assessment and subsequent treatment at High Plains Mental Health Center.

**IN THE MATTER OF DIVORCE OR OTHER LEGAL ORDERS OF CUSTODY: (Initial one)**

\_\_\_\_\_ I share joint custody of this child with: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_

(A letter will be sent to the second parent notifying them of the request for services and an invitation to participate in services.)

\_\_\_\_\_ I have sole custody of this child

**MINOR CONSENTING FOR HIS/HER OWN SERVICES (Initial and sign below):**

\_\_\_\_\_ I am 14-17 years of age and hereby consent to receive an initial assessment and subsequent treatment at High Plains Mental Health Center. I understand that, per KSA 59-29b49, I must authorize High Plains Mental Health Center to notify my parent or legal guardian that I have sought services.

\_\_\_\_\_  
Printed Name of Patient **OR** Printed Name of Representative Relationship to Patient

\_\_\_\_\_  
Signature of Patient Date Signature of Representative Date

**Internal Use Only:** The above signed has stated that (s)he/they has/have an understanding of their rights and meet the signature requirements. Per KSA 59-2949, I have determined that (s)he/they has/have the capacity to make the decision for treatment.

\_\_\_\_\_  
Signature of HPMHC Representative Date