Welcome Back to School!

If you have already enrolled your student via our update form sent home over the summer, you do NOT have to complete the attached paperwork.

If you have not yet enrolled your student in our School-Based Health Center medical, dental, or counseling services please complete the enclosed packet and return it to school. Any student is eligible to enroll in our services, even if he or she already has a primary care provider or dentist.

If you should have questions or concerns regarding your student's enrollment please contact our School-Based Health Program Administrator, Heather Lupia, at either hlupia@nocofamilyhealth.org or at 315-782-9450 ext. 8086.

www.NoCoFamilyHealth.org

N★Co Family Health

Completion of Enrollment Form
is ***Required*** Each Year

Today's Date:

School-Based Health Center (SBHC)
2022-2023 Enrollment Form

Student Information

Medical/Dental School-Based Health Center Enrollment:

What Services do You Want to Enroll Your Student in: ☐ Medical ☐ Dental ☐ Counseling Services

Student Information:

Last Name:	First Name:	Full Middle Name:
Date of Birth:	Sex at Birth: ☐ Male ☐ Female	Biological Mother's Maiden Name:
Street Address:		
Student's School:	Grade:	Teacher/Homeroom:
Student's Primary Care Provider: ☐ My Student Doesn't Have a Regular Doctor	Student's Dentist: ☐ My Student Doesn't Have a Regular Dentist	
Preferred Pharmacy & Location:		

North Country Family Health Center, as a Federally Qualified Health Center, *MUST* ask you to complete the following questions:

Race (please select): ☐ White ☐ Black or African American ☐ Asian ☐ American Indian/Alaskan Native ☐ Native Hawaiian ☐ Other Pacific Islander ☐ Unreported/Decline to Report	Ethnicity (please select): ☐ Non-Hispanic/Latino ☐ Hispanic/Latino

Preferred Language (student speaks): ☐ English ☐ Spanish ☐ Mandarin Chinese ☐ Sign Language ☐ Other:_____ Translation Assistance Needed: ☐ Yes ☐ No

Where did the Student Sleep Last Night:
☐ At Home/Apartment ☐ Shelter ☐ Car/RV ☐ Street ☐ Do Not Have a Place ☐ With a Friend/Relative

Household Size & Income: Number of People in the Household: _____Income $_____☐Week ☐Month ☐Year

Parent /Guardian Information

Parent/Guardian Information:

Name:	Name:
Relationship to Student: ☐ Father ☐ Mother ☐ Step Parent ☐ Guardian – (please provide a copy of court order) ☐ Other:	Relationship to Student: ☐ Father ☐ Mother ☐ Step Parent ☐ Guardian – (please provide a copy of court order) ☐ Other:
Mailing Address:	Mailing Address:
Best Phone Number to Reach You: _____ ☐ Cell ☐ Home Okay to leave a message: ☐ Yes ☐ No	Best Phone Number to Reach You: _____ ☐ Cell ☐ Home Okay to leave a message: ☐ Yes ☐ No
Employer:	Employer:
Work Phone:	Work Phone:
Date of Birth:	Date of Birth:

Who Does the Student Live With: ☐ Father ☐ Mother ☐ Both Parents ☐ Guardian ☐ Step Parent ☐ Other:

Who Will make Healthcare Decisions for This Student: ☐ Father ☐ Mother ☐ Both Parents ☐ Guardian ☐ Step Parent ☐ Other:

Do we have permission to call the student's emergency contact you provided to the school: ☐ Yes ☐ No

Student Name: _____ Date of Birth: _____

Insurance/Guarantor Information

Responsible Person Information - Person Who is Responsible for Payment of the Student's Account:		
Last Name:	Middle:	First Name:
Date of Birth: ☐ Listed above	Social Security #:	Phone: ☐ Cell ☐ Home ☐ listed above
Address of Person Responsible: ☐ Listed above		
City/State/Zip: ☐ Listed above	Relationship to Student: ☐ Self ☐ Parent ☐ Step Parent ☐ Guardian*☐ Custodial Parent* ☐ Foster Parent* *Proof of legal status required*	

Primary Medical Insurance	**Dental Insurance**
Please Attach a Copy of Your Insurance Card(s)	
☐ The Student ***Has*** Medical Insurance ☐ The Student ***Does Not*** have ***Medical*** Insurance Contact our Certified Application Counselor at 315-782-9450 x 8038 to help enroll your student in a healthcare plan that is right for you and your family.	☐ The Student ***Has Dental*** Insurance ☐ The Student ***Does Not*** have ***Dental*** Insurance Contact our Certified Application Counselor at 315-782-9450 x 8038 to help enroll your student in a healthcare plan that is right for you and your family.
Insurance Company Name:	Insurance Company Name:
Medical Policy #:	Dental Policy #:
Billing Address of Insurance Co:	Billing Address of Insurance Co:
Policy Holder's Name and Date of Birth:	Policy Holder's Name and Date of Birth:
Policy Holder's Social Security #:	Policy Holder's Social Security #:
☐ I have additional ***Medical*** Insurance (name of insurance co.):	☐ I have additional ***Dental*** Insurance (name of insurance co.):

North Country Family Health Center Policies and Consents

Consent for School-Based Health Medical, Dental and Counseling Services 2022-2023

I authorize my student to receive services provided by the staff of the North Country Family Health Center (NCFHC) School-Based Health/Dental and Counseling Programs at a NCFHC School-Based Health Center. Services may include, but are not limited to: comprehensive physical/dental examinations; treatment of illness and injury; monitoring of chronic illnesses; and counseling services, if needed. I consent to photographs being taken of the student for inclusion in their confidential electronic medical record for diagnosis and treatment only. I give my consent for NCFHC staff to have access to the student's school health records and copies of the student's most recent physical/dental exam. I give my permission for the release of the student's medical/dental summaries to be shared with his/her healthcare provider and/or the school nurse to coordinate his or her care. I understand that every effort will be made to contact me prior to treatment, however I understand this may not always be possible. The staff of NCFHC believes that parental involvement is essential in keeping children healthy and will encourage each student to involve his or her parents in healthcare decisions. We encourage parents/guardians to visit or call the School-Based Health Center at any time.

North Country Family Health Center Policies and Consents

Permission to Disclose to Family or Other Individuals

Pediatric Consent

Non-Parental Consent: For pediatric patients under the age of 18 you may designate another person to attend visits and authorize treatment decisions.

☐ **No**, I do not give consent for another adult to attend, give consent, and make treatment decisions in my absence.

☐ **Yes**, if I am unable to attend my child's appointments, I give consent for the following adult(s) to attend and to give consent for medical/dental/behavioral healthcare and to make treatment decisions for my child in my absence. I understand that when I designate

Student Name: _____ Date of Birth: _____

another person to authorize a treatment decision, North Country Family Health Center may disclose protected health information to the authorized person(s). This consent is valid for one year from date of signature unless revoked in writing prior to expiration.

Name of Individual(s):	Relationship to Student:

Finance Policy:

North Country Family Health Center's (NCFHC) School-Based Health Program serves all students whether they are covered by insurance or not. Services provided in the school-based setting have NO out of pocket costs. However, if the student requires services we do not provide at the SBHC – outside tests or labs – there may be out of pocket costs incurred. If you have insurance, we will bill your insurance company for you. If you do not have insurance, we can assist you with obtaining insurance coverage.

I authorize NCFHC and its representatives to release any information they obtain, including medical information to your insurance company or their representatives to process claims for payment. As applicable, I authorize my insurance provider to pay North Country Family Health Center, Inc. for services rendered.

Notice of Privacy Practices:

- I have been given the opportunity to review or receive a copy of North Country Family Health Center's (NCFHC) Notice of Privacy Practices which describes how NCFHC may use and disclose my student's protected health information following applicable state and federal law.
- I understand that this may include disclosures of information to my student's insurance carrier(s) to issue payment directly to NCFHC.
- I understand that I have the right to receive a copy of my student's medical information or to request restrictions on the use of my student's protected health information.
- I understand that NCFHC may engage business associates to assist in my student's coordination of care including afterhours telephone coverage and call reminder service.
- I understand any reminder calls, texts, or email correspondence may be recorded to improve customer service and patient care.

Telehealth:

- NCFHC offers its patients telehealth services as a method to expand access to care. I understand my student may be offered a telehealth appointment at NCFHC.
- I consent for my student to receive services via North Country Family Health Center's (NCFHC) telehealth equipment and understand and/or agree to the following:
- I understand my student has the right to refuse to participate in services delivered via telehealth at any time by informing any NCFHC staff member.
- I may request at any time for an in-person appointment with another NCFHC healthcare provider.
- I understand that by selecting another provider there could be a delay in service and the potential need to travel for a face-to-face visit.
- I understand there are potential drawbacks of participating in a telehealth visit versus a face to face visit.
- I understand the healthcare provider performing the service will not be physically in the same room as me and will be performing the service at a different location, therefore, if parts of my student's care and treatment require physical examination that may be conducted by other NCFHC providers and staff under the direction of my student's telehealth healthcare provider or my student may need to be re-scheduled for a face-to-face visit which could result in a delay in service and the potential need to travel for the face-to-face visit.
- I understand my student's visit will be conducted via technology and NCFHC cannot guarantee technology will always work.
- I understand that if there is an equipment failure my student may need to be rescheduled for a face-to-face visit.
- I understand NCFHC utilizes HIPAA compliant, encrypted software to conduct its telehealth services.
- I understand my student has the right to ask any questions regarding the telehealth equipment, technology, etc. at any time.
- I understand my student will be informed and made aware of: the role of the telehealth provider at the distant site, as well as qualified professional staff at the NCFHC location who are going to be responsible for follow-up or ongoing care; and the location of the distant site.

Student Name: _____ Date of Birth: _____

- I understand my student has the right to have appropriately trained staff immediately available to me while receiving the telehealth service to attend to emergencies or other needs. I understand this is not possible if conducting a telehealth visit from my place of residence located within the state of New York or other temporary location within or outside the state of New York.
- I understand my student has the right to be informed of all parties who will be present at each end of the telehealth transmission; and consent to have NCFHC staff in the exam room to operate telehealth equipment, if needed.

My Signature Means:

I have reviewed and completed the Consent for School-Based Health Medical, Dental and Counseling Services and Permission to Disclose to Family or Other Individuals sections. I understand that when I designate another person to authorize a treatment decision, North Country Family Health Center may disclose protected health information to the authorized person(s).

I have reviewed North Country Family Health Center's Finance Policy, Consent for Treatment, Notice of Privacy Practices, and Telehealth Policy.

I have been given the opportunity to ask questions and all of my questions have been answered fully and satisfactorily.

I understand that my consent will remain in effect as long as the student is enrolled in NCFHC's SBHC Program, unless I notify NCFHC in writing. I understand that I may revoke my consent at any time.

Printed Name of Legally Authorized Representative:	State Relationship to Student:

Signature of Legally Authorized Representative:

Date:

Student Name: _____ Date of Birth: _____

Medical/Dental History Form:

Has your student had any history of/or conditions related to any of the following:
☐ ADHD/Mental Health Issues ☐ Asthma ☐ Autism ☐ Cancer ☐ Cardiac Issues ☐ Chicken Pox ☐ Diabetes
☐ Growth Problems ☐ Kidney/Urinary Issues ☐ Latex Allergy ☐ Rheumatic Fever ☐ Seizures ☐ Thyroid Issues
☐ Tuberculosis ☐ Other:

Last Physical Exam was on (provide date):

Past Surgeries: ☐ No ☐ Yes (please list):

Past Hospitalizations: ☐ No ☐ Yes (please list):

Does the Student See a Healthcare Specialist: ☐ No ☐ Yes (name & phone #):

Allergies: ☐ No ☐ Yes (please list what allergen and reaction to each item):

Daily Medications: ☐ No ☐ Yes (please list):

Has the student or anyone who lives in your house ever been exposed to or had contact with anyone with a positive tuberculosis screen or active tuberculosis disease: ☐ No ☐ Yes (please list name):

Does the student have developmental delays or problems? ☐ No ☐ Yes (please list):

Does the student have any current dental problems? ☐ No ☐ Yes (please list):

Has the student had problems with dental treatment in the past? ☐ No ☐ Yes (please explain)

How many individuals smoke in the house:

Has the student had any injury to the mouth or teeth? ☐ No ☐ Yes (please explain):

What type of water does the student drink? ☐ City Water ☐ Well Water ☐ Bottled Water ☐ Filtered Water

Family History:
Check any of the following conditions a relative has had, please include both mother's and father's side of the family:

	Mom	Dad	Sister Brother	Aunt Uncle	G-Parent		Mom	Dad	Sister Brother	Aunt Uncle	G-Parent
Allergies/eczema						Migraines					
Asthma						Obesity					
Cancer						Stomach/GI Issues					
Diabetes						Stroke					
High Blood Pressure						History Unknown					
Kidney Disease						Other:					
Mental Health Issues											

North Country Family Health Center, Inc

CONSENT FOR RELEASE OF MEDICAL INFORMATION

****Complete this Form if the Student is NOT a Current Medical Patient of North Country Family Health Center to Ensure Coordination of Care with your Child's Primary Care Provider****

Student's Name:	Student's Date of Birth:	Student's SS#:
Student's Address:		

I, the student's authorized representative, request that health information regarding my student's care and treatment be released as set forth on this form. I understand that with some exceptions, health information once disclosed may be re-disclosed by the recipient. If I am authorizing the release of HIV/AIDS-related, alcohol or drug treatment, or mental health treatment information, the recipient is prohibited from re-disclosing such information or using the disclosed information for any other purpose without my authorization unless permitted to do so under federal or state law. I have the right to revoke this authorization at any time by writing to the student's primary care provider. I understand that I may revoke this authorization except to the extent that action has already been taken based on this authorization. Signing this authorization is voluntary. I understand that generally my student's treatment will not be conditional upon my authorization of this disclosure. However, I do understand that I may be denied treatment in some circumstances if I do not sign this consent.

Student's Primary Care Provider's Name:

Name and Address of Provider of Whom this Information will be Disclosed:
North Country Family Health Center, Inc., 238 Arsenal Street, Watertown, NY 13601

Purpose of Release of Information:
Collaboration and continuity of care between student's primary care provider and student's School-Based Health Center.

Type of Information to be Released (check all that apply):

- ☐ Clinical records related to the most recent physical exam, current diagnosis, and treatment of medical issues.
- ☐ Clinical records of mental health treatment
- ☐ HIV/AIDS-related information
- ☐ Records from alcohol/drug treatment programs

Unless previously revoked by me in writing, this release is effective from the date below to one year after signing.

Name of Authorized Person Signing the Form:	Relationship to the Student:
Signature of Authorized Person:	Date:

CONSENT FOR RELEASE OF DENTAL INFORMATION

****Complete this Section if the Student is NOT a Current Dental Patient of North Country Family Health Center to Ensure Coordination of Care with your Child's Dentist****

Student's Dentist's Name:

Name and Address of Provider of Whom this Information will be Disclosed:
North Country Family Health Center, Inc., 238 Arsenal Street, Watertown, NY 13601

Purpose of Release of Information:
Collaboration and continuity of care between student's dentist and student's School-Based Dental Program.

Type of Information to be Released:
Clinical records related to the most recent dental exam, current diagnosis, and treatment of dental issues.

Unless previously revoked by me in writing, this release is effective from the date below to one year after signing.

Name of Authorized Person Signing the Form:	Relationship to the Student:
Signature of Authorized Person:	Date:

North Country Family Health Center, Inc

*****ONLY COMPLETE THIS FORM IF YOU WANT YOUR STUDENT TO RECEIVE COUNSELING SERVICES BY A LICENSED SOCIAL WORKER IN THE 2022-2023 SCHOOL YEAR*****

REQUEST FOR SCHOOL-BASED COUNSELING SERVICES

Date of Request: Name of School: Grade:

PART I. FAMILY INFORMATION

Child/Adolescent being referred (full name): _____DOB: _____

Parent/Guardian(s) requesting counseling services: _____

Relationship to child: ◉ Parent ○ Guardian ○ Other_____ Sex at Birth: M ○ F ○

Address:_____Phone:_____

Home: _____Cell: _____Work: _____ OK to call work? Y ○ N ○

Who else may we talk to in the home when we call? _____

Other residents of the home besides person requesting service and child being referred (please print):

FULL NAME:	*AGE/GENDER	FULL NAME:	*AGE/GENDER
_____	_____ ___	_____	_____ ___
_____	_____ ___	_____	_____ ___
_____	_____ ___	_____	_____ ___
_____	_____ ___	_____	_____ ___
*(A=Adult)		*(A=Adult)	

PART II. REASON FOR REQUEST

Does your child currently see a licensed Mental Health Therapist outside of school?

Are you concerned about your child's attitude or behaviors? (please explain)

Do you have concerns with your child at school?

○ Poor Academics

○ Suspensions/Detentions

○ Attention concerns

Comments:

Does your child get IEP counseling provided by the school?

PART III. OTHER INFORMATION

Insurance:

○ Medicaid

○ CHP

○ Other_____

Date of Last Physical Exam:_____

Name of Student's Primary Care Provider:_____

PART IV. SIGNATURES

I have received the letter describing the mental health referral process and a copy of the community resource list. I understand that a parent/guardian's failure to attend and participate in the mental health evaluation/counseling services can affect the provider's ability to treat my student and can result in a referral to services elsewhere.

_____ _____

Parent/Guardian Signature Date

School-Based Health Center Transportation Plan & Consent

The Watertown City School District (WCSD) will provide transportation for students to and from appointments with North Country Family Health Center when school is in session. Transportation will be provided from 8:30 am to 11:00 am. **A parent permission form must be on file in order for WCSD to provide transportation.**

When students in grades K-4 have an appointment (scheduled), the transportation provider will go into the school to pick the child up and bring the student to the bus. He/She will transport the student to the appointment, walking him/her into the clinic. Either he will escort the student back to the bus or someone from the clinic will do so. Once the bus has returned the student to the school where he/she attends, the transportation provider will escort the student to the Main Office of that school building.

When a student in grades 5-12 must travel to an appointment outside of their building but still on the main campus, students will sign out of the building and walk to the building on campus (Wiley,Case, or WHS) where they have their appointment. Upon returning to their building of attendance, they will sign back in. Parent permission must be on file for students to walk from one building to another on the main campus. In the event that students in grades 5-12 have an appointment (scheduled)and must travel off the main campus for the appointment, the transportation provider will wait in front of the school to pick up the student. He/she will transport the student to the appointment, walking him/her into the clinic. Either he will escort the student back to the bus or someone from the clinic will do so. The bus will drop off the student at the main entrance of the school in which he or she is in attendance. It will be the student's responsibility to check in at the Main Office of Wiley Intermediate School, Case Middle School or Watertown High School.

The Watertown City School District and the North Country Family Health Center collaborate to offer K-12 students health and dental care. the district is able to provide transportation, mornings only, on an as needed basis, to and from any appointments; they may have with the health center clinics. If you wish to approve your child receiving transportation to and from these appointments (when scheduled during days school is in session), ***YOU MUST complete the Information below.***

For the 2022-2023 school year, I authorize the Watertown City School District to provide my child with transportation to and from any appointments; they may have with the North Country Family Health Center. I understand that transportation is only provided on days when school is in session and during morning hours as applicable. If my child is a Watertown High School or Case Middle School student, I authorize him/her to walk from the respective building to Wiley Intermediate School for any appointments and back, signing in and out of the building as required by administration. If my child is a Knickerbocker, Starbuck, Sherman, or Ohio Street student who needs services, they will be provided transportation to North Elementary school for services.

Student's Name: **Grade:** **Teacher:**

Parent's Name: Parent Signature: **Date:**

N Co Family Health

WATERTOWN CITY SCHOOL DISTRICT School and Community