

Some information collected below is directly related to the sustainability of health and wellness programs associated with our non-profit status.

Patient Information

Last Name:		First Name:		M.I.:	Preferred Name / Nickname / Pronouns:	
Home Address:				City:	State:	Zip:
Mailing Address: <input type="checkbox"/> Same as above				City:	State:	Zip:
Date of Birth:	Social Security #:	Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Other: _____				
Legal Sex* (Please Check One) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Intersex *Sex assigned at birth. Please note that the name and sex listed on your insurance must be used on documents pertaining to insurance, billing, and correspondence.		Gender Identity <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender Female (Male to Female) <input type="checkbox"/> Transgender Male (Female to Male) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Chose not to disclose		Sexual Orientation: <input type="checkbox"/> Bisexual <input type="checkbox"/> Lesbian, Gay, or Homosexual <input type="checkbox"/> Something else <input type="checkbox"/> Straight (not lesbian, gay, or homosexual) <input type="checkbox"/> Don't know <input type="checkbox"/> Chose not to disclose		
Home Phone:		Cell Phone:		Work Phone:		
Is it okay to contact you via text message when applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No				Preferred number to use when calling:		
Email: <i>(Required for telehealth and patient portal)</i>				Preferred Language		
Do you have reliable access to the internet from home? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes						
Emergency Contact Phone:		Name:		Relationship to patient:		

Responsible Party – If patient is a minor (under 18 y.o.), the parent or guardian bringing the patient must be listed as the guarantor

Last Name:		First Name:		M.I.:	
Date of Birth:	Social Security #:	Phone:	Email:		
Mailing Address of Responsible Party:			City:	State:	Zip:
Relationship to Patient <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other: _____					

Additional Information – Please complete all sections below

Current Living Situation: <input type="checkbox"/> Single Family Household <input type="checkbox"/> Multi-Generational Household <input type="checkbox"/> Homeless <input type="checkbox"/> Shelter <input type="checkbox"/> Nursing Home <input type="checkbox"/> Other: _____					
Do you rent or own your current home? <input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other Situation: _____					
Do you have reliable access to transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes (please detail): _____					
Ethnicity: <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Not Hispanic / Latino		Farmer Status: (if applicable) <input type="checkbox"/> N/A <input type="checkbox"/> Migrant <input type="checkbox"/> Seasonal		Active Military or Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	
Race: (Select one) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Micronesian <input type="checkbox"/> Caucasian <input type="checkbox"/> Japanese <input type="checkbox"/> Portuguese <input type="checkbox"/> African American / Black <input type="checkbox"/> Chuukese <input type="checkbox"/> Samoan <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Native American <input type="checkbox"/> Guamanian <input type="checkbox"/> Tongan <input type="checkbox"/> Filipino <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Marshallese <input type="checkbox"/> Other Pacific Islander: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> More than one					
Education: <input type="checkbox"/> Elementary <input type="checkbox"/> High School <input type="checkbox"/> Vocational <input type="checkbox"/> College <input type="checkbox"/> Graduate / Professional					
Employer / School Name		<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed		<input type="checkbox"/> Student <input type="checkbox"/> Retired	
Occupation:		Family Size (includes yourself, spouse, and children under the age of 18): _____		Family Income: \$ _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	

Insurance Information

Primary Medical Insurance	Secondary Medical Insurance
Plan Type: (<i>Select one</i>) <input type="checkbox"/> HMO <input type="checkbox"/> PPO <input type="checkbox"/> Not Sure	Plan Type: (<i>Select one</i>) <input type="checkbox"/> HMO <input type="checkbox"/> PPO <input type="checkbox"/> Not Sure
Insurance Company Name	Insurance Company Name
Policy Holder Name	Policy Holder Name
Policy Holder's Date of Birth	Policy Holder's Date of Birth
Policy Holder's Member ID	Policy Holder's Member ID
Patient Relationship to Policy Holder	Patient Relationship to Policy Holder

Please be sure to contact your insurance carrier to change your primary care provider (PCP) to Maika'i Health Community Clinic before being seen. Since some plan types require this for successful billing, without designating your PCP, you may be responsible for higher out of pocket expenses.

Maika'i Health does not accept any Kaiser Plan other than Kaiser Added Choice.

Patient / Responsible Party Attestation

I certify that I have read and agree to Maika'i Health Corporation's (MHC) Financial and Consent for Treatment Authorization. I am eligible for the insurance indicated on this form and I understand that payment is my responsibility regardless of insurance coverage. I hereby assign to MHC all money to which I am entitled for medical expenses related to the services performed from time to time by MHC, but not to exceed my indebtedness to MHC. I authorize MHC to release any medical information to my insurance carrier or third party payer to facilitate processing my insurance claims. I understand that failure to pay outstanding balances within 90 days of notification of the amount due will result in submission to an outside collection agency. A \$25.00 returned check fee will be charged for checks returned due to insufficient funds. I choose to receive communications from MHC by text or e-mail at the number or address stated above, including but not limited to communications about appointments, feedback, treatment, and payment. I understand that such e-mails and texts may not be secure and there is a risk that they may be read by a third party. Comments submitted on surveys may be anonymously shared on the MHC Public Website.

MEDICARE BENEFICIARIES: I request that payment of authorized Medicare benefits be made to MHC. I authorize any holder of medical information about me to release to CMS and its agents any information needed to determine these benefits or the benefits payable for related services.

I certify that the information I have provided above is true and correct to the best of my knowledge. I know it is a crime to fill out this form with facts I know are false or to leave out facts I know are important.

Initials

I have reviewed a copy of Maika'i Health Corporation's Notice of Privacy Practices.

Initials

I have reviewed a copy of Maika'i Health Corporation's Finance and Consent for Treatment Authorization

Initials

Patient's Signature

Date Signed

Guarantor's Signature

Date Signed

Last Name:			First Name:			M.I.:	Date:
Gender:	Age:	DOB:	Preferred Pharmacy:	Preferred Lab: <input type="checkbox"/> Diagnostic Labs <input type="checkbox"/> Clinical Labs		Preferred Imaging: <input type="checkbox"/> HMC <input type="checkbox"/> HRA	
Date of last Physical Examination:			by (Name of Provider):		Previous PCP (If different):		

If you are unable to fit your answers in the designated areas of this form, please use the attached "Additional Information" page

PRIMARY HEALTH CONCERN

What is your biggest health concern that you would like to address at your first visit:

HEALTH MAINTENANCE *List the most recent date for each of the following that apply to you.*

WOMEN ONLY	BOTH MEN AND WOMEN	MEN ONLY
_____ Menstrual Period	_____ Cholesterol testing	_____ Pneumonia Vaccine
_____ Mammogram	_____ Colonoscopy	_____ Bone Density (DEXA)
_____ Pap Smear	_____ Tetanus Booster	_____ Digital Rectal Exam
		_____ PSA (Prostate Blood Test)

CONDITIONS *Check the conditions you currently have or have had in the past.*

<input type="checkbox"/> AIDS (Acquired Immuno-deficiency Syndrome)	<input type="checkbox"/> Bronchitis	<input type="checkbox"/> Glaucoma	<input type="checkbox"/> HIV Positive	<input type="checkbox"/> Rhinitis
<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Bulimia	<input type="checkbox"/> Goiter	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Sexually Transmitted Infection
<input type="checkbox"/> Anemia	<input type="checkbox"/> CAD / Heart Disease	<input type="checkbox"/> Gout	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Stroke
<input type="checkbox"/> Anorexia	<input type="checkbox"/> Cancer, type _____	<input type="checkbox"/> Headaches	<input type="checkbox"/> Multiple Sclerosis	<input type="checkbox"/> Suicide Attempt
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Chemical dependency	<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> Pacemaker	<input type="checkbox"/> Thyroid Problem
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Depression	<input type="checkbox"/> Heart Attack	<input type="checkbox"/> Pneumonia	<input type="checkbox"/> Tuberculosis
<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Prostate Problem	<input type="checkbox"/> Ulcer(s)
<input type="checkbox"/> Bleeding Disorder	<input type="checkbox"/> Emphysema / COPD	<input type="checkbox"/> Herpes	<input type="checkbox"/> Psychiatric Care	<input type="checkbox"/> Vaginal Infections
<input type="checkbox"/> Breast lump	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Rheumatic Fever	
<input type="checkbox"/> GERD (Reflux)	<input type="checkbox"/> Other: _____			

SPECIALISTS *List any current specialists you see, their phone number, and the condition(s) they treat.*

ALLERGIES *Check the appropriate box below. If yes, please list all known allergies to medications or substances*

Do you have allergies? No known allergies Yes, I have the following allergies (Please list allergen and reaction in the space below)

MEDICATIONS *List all medications (including over-the-counter meds and vitamins) with dose (strength) and directions*

SURGICAL, HOSPITALIZATION, SERIOUS ILLNESSES / INJURIES

Year	Hospital / City / State	Surgery type, reason for hospitalization, nature of illness, injury

FAMILY HISTORY

FATHER Living: Age _____ Deceased: Age _____

<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Bipolar Disorder	<input type="checkbox"/> Depression	<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Anemia	<input type="checkbox"/> Cancer, type _____	<input type="checkbox"/> Diabetes	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Stroke
<input type="checkbox"/> Asthma	<input type="checkbox"/> COPD / Emphysema	<input type="checkbox"/> DVT (Blood Clot)	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Thyroid Disorder
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Dementia	<input type="checkbox"/> Hear Disease	<input type="checkbox"/> Migraines	
<input type="checkbox"/> Other (List): _____				

MOTHER Living: Age _____ Deceased: Age _____

<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Bipolar Disorder	<input type="checkbox"/> Depression	<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Anemia	<input type="checkbox"/> Cancer, type _____	<input type="checkbox"/> Diabetes	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Stroke
<input type="checkbox"/> Asthma	<input type="checkbox"/> COPD / Emphysema	<input type="checkbox"/> DVT (Blood Clot)	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Thyroid Disorder
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Dementia	<input type="checkbox"/> Hear Disease	<input type="checkbox"/> Migraines	
<input type="checkbox"/> Other (List): _____				

PATERNAL Grandfather Living: Age _____ Deceased: Age _____ Medical Conditions: _____
 Grandmother Living: Age _____ Deceased: Age _____ Medical Conditions: _____

MATERNAL Grandfather Living: Age _____ Deceased: Age _____ Medical Conditions: _____
 Grandmother Living: Age _____ Deceased: Age _____ Medical Conditions: _____

SIBLING Brother Sister Living: Age _____ Deceased: Age _____ Medical Conditions: _____
 Brother Sister Living: Age _____ Deceased: Age _____ Medical Conditions: _____
 Brother Sister Living: Age _____ Deceased: Age _____ Medical Conditions: _____
 Brother Sister Living: Age _____ Deceased: Age _____ Medical Conditions: _____

HEALTH HABITS *Check appropriate boxes below and describe.*

Caffeine	<input type="checkbox"/> None <input type="checkbox"/> Yes	Average use (drinks) per day: _____
Alcohol	<input type="checkbox"/> Never <input type="checkbox"/> Yes <input type="checkbox"/> Social <input type="checkbox"/> Daily	Average use (drinks) per day: _____
Tobacco	<input type="checkbox"/> Never Age Started: _____ Age Quit: _____	Average use per day: _____
Vape	<input type="checkbox"/> Never Age Started: _____ Age Quit: _____	Average use per day: _____
Marijuana	<input type="checkbox"/> Never <input type="checkbox"/> Yes <input type="checkbox"/> Social <input type="checkbox"/> Daily	Average use per day: _____
Drugs	<input type="checkbox"/> Never <input type="checkbox"/> Yes List: _____	
Diet	Describe: _____	
Exercise	Describe: _____	

I certify that the information on this form is correct to the best of my knowledge. I will not hold Maika'i Health Corporation or any member of its staff responsible for any errors or omissions that I made in the completion of this form.

Patient Signature: _____ Date _____

Legal Guardian Signature: _____ Date _____

Please use the space below to add any pertinent information not included in the previous forms.

MAIKA‘I HEALTH CORPORATION

Financial and Consent for Treatment Authorization Form

Patient: _____

Date of Birth: _____

CONSENT FOR TREATMENT: By this document, I do hereby request and authorize Maika‘i Health Corporation (MHC), its medical practices and providers including physicians, technicians, nurses, and other qualified personnel, including appropriately supervised students and residents to perform evaluation and treatment services, immunizations per the Centers for Disease Control and Prevention guidelines, and procedures as may be necessary in accordance with the judgment of the attending medical practitioner(s). I acknowledge that no guarantee can be made by anyone concerning the results of treatments, examinations, immunizations, or procedures. **TREATMENT OF MINOR CHILDREN:** I understand minor children patients must be accompanied by a parent or legal guardian. Charges for services rendered to minor children are the responsibility of the guardian who seeks treatment for the child and are due at time of service(s) regardless of court-ordered responsibility.

PHOTOGRAPHY/VIDEO: I acknowledge that my photograph may be taken for Chart identification and documentation purposes for my electronic health record and is the property MHC unless I withdraw my consent in writing. I consent to videotaping for a telehealth appointment for medical and medical record documentation purposes, provided said photographs or videotapes are maintained and released in accordance with protected health information regulations. I understand and agree not to photograph, videotape, audiotape, record or otherwise capture imaging or sound on any device. I also understand it is my responsibility to assure those accompanying me comply with this requirement.

INSURANCE AUTHORIZATION AND ASSIGNMENT: I request that payment of authorized medical benefits is made on my behalf directly to the MHC provider of service(s) furnished to me. I authorize MHC to release any medical information to my health insurance carrier and/or its legitimate agents that is necessary to process related health insurance claims and/or to verify plan benefits in accordance with HIPAA health information standards. I authorize payment of service(s), otherwise payable to me under the terms of my private, group employer’s or group health insurance plan, directly to MHC. I hereby authorize that photocopies of this form to be valid as the original.

SELF-PAY PATIENTS: I understand if I do not have active coverage or choose not to utilize my insurance benefits, I responsible for all charges occurred at time of service.

PAYMENT GUARANTEE: I understand that I am financially responsible for all charges regardless of third-party involvement. I agree to pay any deductible, co-insurance; copay or any service(s) deemed a “non-covered benefit” by my insurance company. **CO-PAYS:** I understand that I will be responsible for any co-pays that are due at the time of service.

RESTRICTIVE SERVICE: I understand that all account balances must be in good standing prior to receiving additional services. I understand and agree that my payments will be processed by AkamaiMD, a third-party business associate. I hereby consent to have my payment information collected and stored securely by AkamaiMD. I understand that failure to pay outstanding balances within 90 days of receiving my first statement or fail to comply with other payment arrangements made with MHC’s approval, that appropriate collection measures may be initiated. If the debt remains after transfer to a third-party for collection, along with collection costs, attorneys’ fees and court fees, the debt may be reported to credit bureaus and your credit rating may be affected. Failure to pay delinquent account balances may result in termination of care from MHC.

ADDITIONAL SERVICE CHARGES: Checks may be processed at time of service, if there are insufficient funds available, I understand I will be responsible for providing an alternate payment for the account amount, plus a \$25.00 NSF fee.

NO SHOW/SAME DAY CANCELLATION: I understand that MHC allocates resources for scheduled appointments and “no shows” and/or “same day cancellations” create a financial burden to MHC. Therefore, I further understand that if I incur two (2) “no shows” for scheduled appointments and/or “same day cancellations” within a 12-month period, I will no longer be permitted to schedule appointments with MHC and will only be seen on a walk-in basis. As a “walk-in”, I understand that I will need to come into the clinic early and wait for a providers to see me, time-willing, after scheduled patients are seen. After three (3) successful walk-in appointments I may be authorized to schedule appointments again.

I understand that if I do not have Medicaid/QUEST insurance, I can opt to pay a no-show/same day cancellation fee of \$50 per incident to avoid being placed on “walk-in-only” status.

ELECTRONIC HEALTH RECORD: I understand the following: Healthcare providers require access to patient medical information whenever or wherever a patient presents for care to assure safety, quality and to coordinate patient care across the provider network, avoiding duplication of services. MHC has a system-wide electronic medical record that is available to caregivers on a “need to know” basis, to share information about patient care provided in the hospital, outpatient or physician office settings. Confidentiality of records including those reflecting treatment for behavioral health issues, HIV/AIDS or drug or alcohol problems is maintained per relevant governmental and regulatory standards. Patient care summaries are automatically sent to designated MHC and other community primary care/family/referring physicians, as well as to physicians who are consulted by the attending physician for coordination of care. MHC and/or the attending physician can furnish and release to federal and state healthcare oversight agencies, or upon written request, to all insurance companies or their representatives any information with respect to treatment of the patient herein named including copies of the medical record.

I give permission to share my electronic medical record among my healthcare providers and obtain medication history through a Provider Health Information Exchange (HIE). I understand that the HIEs allows disclosure of my electronic health record via electronic transfer to other facilities and

providers for my treatment purposes. My health information and basic identifying information regarding my visits to MHC may be shared with the HIEs for the purposes of diagnosis and treatment; which includes health information for my continuing care, as well as care I may seek at other locations. MHC will follow state and federal laws regarding the access by medical providers of any sensitive information, such as behavioral health, substance abuse treatment, sexual abuse, genetic test results, HIV/AIDS status and adoption records.

ELECTRONIC PRESCRIBING: I understand that MHC medical practices and offices may use an electronic prescription system which allows prescriptions and related information to be electronically sent between my MHC providers and my pharmacy. I have been informed and understand that MHC providers using the electronic prescribing system will be able to see information about medications I am already taking, including those prescribed by other providers. I give my consent to my MHC providers to see this health information.

MEDICATION REFILLS: I understand that it is my responsibility to inform my regular pharmacy and/or MHC if I need to refill medications prior to my next scheduled office visit. I acknowledge that there is no guarantee of refills should I neglect to keep scheduled office visits or fail to reschedule visits due to missed or canceled appointments. Furthermore, I understand that it may take up to three (3) business days for MHC to respond to refill requests.

CONSENT FOR VIRTUAL HEALTH/TELEMEDICINE SERVICES: I hereby consent to engaging in virtual health or telemedicine services, where available, as part of my treatment. I understand that “virtual health” or “telemedicine services” includes the practice of health care delivery, diagnosis, consultation, treatment, transfers of medical data, and education using interactive audio, video, or data communications when the health care provider and patient are not in the same physical location. The interactive electronic systems used for these services will incorporate network and software security protocols to protect the confidentiality of patient identification and imaging data and will include measures to safeguard the data to ensure its integrity against intentional or unintentional corruption.

I understand that the potential benefits of receiving care in this manner include improved access to care and the ability to obtain the expertise of a distant specialist. The potential risks include problems with information transmittal, including but not limited to poor data transfer which may include a poor video and data quality experience, or lack of access to my complete medical record by the remote physician. I understand that all information, including images, will be part of my medical record available to me if requested and with the same restrictions on dissemination without my consent. I understand I may withdraw my consent at any time.

IMMUNIZATION REGISTRY: I understand that MHC participates in the Hawai'i Immunization Registry that collects vaccination history and information to serve the public health goal of preventing the spread of vaccine preventable diseases. The registry complies with federal health information privacy laws.

ELECTRONIC COMMUNICATIONS: I hereby consent to provide my email address, telephone number(s), including my wireless telephone number(s), so that representatives from the MHC, its successors or assigns can contact me in any manner including but not limited to by manually placing a call, by using an automatic telephone dialing system or an artificial or prerecorded voice, by texting, or by e-mailing, regarding any matter, including but not limited to my medical treatment, prescriptions, insurance eligibility, insurance coverage, scheduling, billing or collection matters. This consent includes any updated or additional contact information that I may provide. I understand that I will be able to change my preference at any time.

RELEASE OF RESPONSIBILITY FOR PERSONAL VALUABLES: I have been made aware and understand that MHC's clinic(s) and offices provide no facilities for safekeeping of valuables. I do hereby release MHC from any responsibility due to loss or damage of any valuables that I, or anyone accompanying me, may bring to MHC's clinic(s), office or facility.

CODE OF CONDUCT: I understand that MHC patients and family/visitors are expected to speak and behave in a respectful manner to all members of the MHC community (e.g., MHC employees, students, volunteers, vendors, other patients, family members and other visitors). Furthermore, I understand that patients and family/visitors who engage in disrespectful, discriminatory, disruptive, violent, and/or harassing behavior(s) and or language (oral or written) directed at any member of the MHC community will not be tolerated and may result in patient dismissal.

NOTICE OF PRIVACY PRACTICES: Required pursuant to Health Insurance Portability and Accountability Act of 1996 (HIPAA), I acknowledge that I have been offered a copy of MHC's Notice of Privacy Practices. I hereby consent to the use and disclosure of my protected health information, including information generated through use of virtual health or telemedicine services, as described in the Notice of Privacy Practices. This will include all of my protected health information generated during hospitalization and outpatient treatment at the Physician Clinic, including but not limited to treatment for mental health, drug and alcohol abuse, communicable diseases such as HIV/AIDS, developmental disabilities, genetic testing, and other types of treatment received.

I, or my legal representative, certify that I have read this document, that it has been fully explained to me and that I understand its contents, and hereby agree to all terms and conditions set forth above and acknowledge the receipt of a copy if requested.

Signature of Patient or Parent/Legal Guardian/Authorized Representative

Relationship to Patient if Applicable

Witness to Signature

Date/Time of Signing

MAIKA'I HEALTH CORPORATION

ADMINISTRATIVE SERVICES FEE POLICY

Each day we strive to exceed the expectations of you, our valued patients, through excellent medical care and exceptional service. To assist us in achieving our goal of exceptional service, we have adopted an Administrative Service Fee Policy. The fees list below are per patient, must be paid at the time of service, and are *not billable* to your insurance carrier. However, patients with a flexible spending account may seek reimbursement from their employer as allowed.

Administrative Services

<u>Employee Completed Forms</u> (<i>Allow 5 business days for completion</i>)	\$25 per form
Care Home Physical Forms	
Handicap Placard Applications	
FMLA Forms	
Foreign and Domestic Travel Forms	
Other Forms Requiring Completion	

The above fees apply to all requests for form completions outside of a scheduled clinic visit. For forms completed as part of a clinic visit, the patient will only be responsible for the cost of dropping off and/or picking up of the completed form(s) to external agencies/organizations.

Medical Records (*Allow 10 business days for completion*)

Hard Copy	\$0.20 per page
Digital Copy (via secured electronic transmission or USB)	\$20 per record
<i>Requests From: treating physicians, health insurance plans, or court orders</i>	
Hard Copy	\$1.00 per page
Digital Copy (via secured electronic transmission or USB)	\$50 per record
Request to Expedite (<i>Completed within 3 business days</i>)	\$20 per record
Fee is in addition to the fees listed above for medical records requests.	

Fees must be received prior to record delivery. No more than 10 pages may be faxed. *We strongly discourage faxing medical records unless the recipient has a dedicated and personal fax for delivery.*

By my signature below, I acknowledge that I have read and understand this Administrative Services Fee Policy.

Patient or Legal Guardian Signature

Date

MAIKA'I HEALTH CORPORATION

PROTECTED HEALTH INFORMATION RELEASE

Please check all that apply and list name(s) of spouse, child(ren), and others involved in your care as applicable.

You have permission to leave information on my answering machine regarding my medical care and test results.

You have my permission to speak with my spouse about my medical care.

You have my permission to talk with my children or other family members involved with my medical care.

Other, please describe: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Upon request, I may limit the amount of time that this consent for release of information is valid. I may revoke this authorization, in writing, at any time. I understand that the revocation will not apply to information that has already been released. I understand that authorizing the disclosure of this information is voluntary.

Patient Name: _____ DOB: _____

Signature: _____ Date: _____