

# **Patient and Visitor Code of Conduct**

## Welcome to Broad Top Area Medical Center, Inc. (BTAMC)

At BTAMC, we are dedicated to delivering high-quality, compassionate healthcare in a safe and inclusive environment across all our locations. To foster a culture of mutual respect and safety between patients, their families, and our providers, we ask that everyone adhere to the guidelines set forth in our Patient Code of Conduct.

## **Patient/Visitor Responsibilities**

# As a patient of BTAMC you are responsible for:

- Attending scheduled appointments or notifying your provider as soon as possible if you need to cancel, in accordance with the BTAMC's Broken/Missed Appointments & Follow-Up Visits Policy.
- Providing accurate and complete information about your present symptoms, past illnesses, hospitalizations, medications and other matters related to your health
- Reporting unexpected changes in your condition to your provider(s)
- Following the treatment plan recommended by your provider, nurse, and other healthcare personnel or helping us understand why you are not able to do that at the time
- Promptly paying for services in accordance with BTAMC's Patient Accounting/Collections Policy, including copayments and deductibles due at the time of service or making arrangements to do so.
- Respecting the privacy of other patients and their protected health information.

### **Code of Conduct**

BTAMC aims to provide a safe and healthy environment for everyone and expects patients, staff and visitors to refrain from behaviors that are disruptive or pose a threat to the rights and safety of others. The following behaviors are prohibited:

- Possession of firearms or any weapon.
- Engaging in threatening, intimidating, or abusive conduct
- Using profanity or similarly offensive language
- Criticizing staff in front of other patients or staff members
- Making disrespectful or discriminatory comments, actions or requests about others' race, accent, religion, gender, gender identity, sexual orientation or any other identities.
- Verbal aggression, including yelling or other actions which disrupt the care and treatment of our patients
- Physical assault such as hitting or unwanted touching.
- Possession or being under the influence of drugs or alcohol.
- Photographing and/or recording of staff without written consent.

If you experience or witness any of these behaviors, please report it to a member of the health care team. Our staff is dedicated to providing the highest quality of care to our patients. Please show them the respect they deserve as they carry out their duties. Patient and Visitors who do not comply with this Code of Conduct will be asked to leave. Thank you.



### **NEW PATIENT REGISTRATION & MEDICAL HISTORY FORM**

As a Federally Qualified Health Center (FQHC), we are required to collect the following information from every patient we serve. Per federal privacy rules, (HIPAA) this protected information is kept confidential and is not disclosed, unless authorized by the patient.

Thank you for your cooperation and choosing BTAMC as your health care provider.

Todays Date:

Patient Demographic Information							
Last:	First:		Middle:				
Date of Birth:	Legal Sex:  □ M □ F	Preferred Name:					
PO Box/Street & Apt #:	City:	State:	Zip:				
Social Security #:	Home Phone:	Cell Phone:	Work Phone:				
Email Address:	□IDO □ID	OON'T authorize BTAMC	to leave a detailed message				
8	Domestic Partner Widowed	Primary Language: ☐ Engl ☐ Spar	lish □ Sign Language				
Homebound: ☐ Yes ☐ No		Do you need a translator:	□ Yes □ No				
Ethnicity:  ☐ Not Hispanic ☐ Latino/Latina ☐ Declined/Refused ☐ Other:	(please describe)		☐ African American ☐ American Indian/Alaska Native Pacific Native please select all that apply or				
Shelter Status: ☐ Houseless-St	reet	ter   Doubling-up	$\square$ Public Housing $\square$ N/A				
Gender Identity: (How do you identify yourself today?)  □ Male □ Transgender Male/Female-to-Male □ Declined/Refused □ Female □ Transgender Female/Male-to-Female □ Non-binary							
Sexual Orientation: ☐ Straight ☐ Other: _		Lesbian, Gay or Homosez Declined/Refused	xual ☐ Bisexual ☐ Uncertain/Don't Know				
Insui	rance Coverage Ple	ease provide insurance ca	ard(s)				
Primary Insurance Name: Polic		Group #	Insurance Phone:				
Insurance PO Box/Street Address:	City	State	e Zip				
Secondary Insurance Name: Polic	y #	Group #	Insurance Phone:				
Responsible Party (if patient is not financially responsible)							
Last:	First:	is noi jinunciuny re	Middle:				
Date of Birth:	Address:		Phone:				
Social Security Number:	City	State	e Zip				
Relationship:  □ Self/Same as Patient □ Spouse/F	Partner □ Parent □ Other	Please Describe					
Email Address:							



### **NEW PATIENT REGISTRATION & MEDICAL HISTORY FORM**

BTAMC In	C.					
		En	nployment I	nformation		
Employ	ment Status:					
☐ Full-	time	☐ Self Employe	ed	☐ Military V	Veteran	☐ Retired
☐ Disa	bled ☐ Student	☐ Seasonal Wo	rker without a Re	esidence   Migratory	Worker with a Re	esidence
Occupa	tion:		yer Name:		Phone #:	
•		1	•			
Po Roy	/Street Address	City			State	Zip
1 0 Bon	, Survey Hadress	City		`	suu.c	2.14
		<b>D</b>	, DI	T 0		
		Patie	nt Pharmac	y Information		
Pharma	cy Name:			Pharmacy Tel	ephone Number:	
Addres	S	Ci	tv	5	State	Zip
			-5			<sub>r</sub>
		Б	0 N I	<b>C</b> 4	,	
		Emergenc	y & Non-Ei	mergency Conta	acts	
	&	<b>Consent to</b>	share perso	nal health infor	mation	
I auth	orize BTAMC to share	my personal he	ealth informati	on with the individu	als listed below:	:
		• •				
Name:			Phone:		Relationshin:	
i variic.	☐ Emergency Contact	□ Medical	I none:	□ Scheduling	relationship.	
	in Emergency Contact	□ Mcdicai		□ Scheduling		
Nama			Dhone		Dalationshin	
Ivaille.	П.Б.,	П. М. 1° 1		□ C 1 . 1 . 1	Kelationship.	
	☐ Emergency Contact	☐ Medical	☐ Billing	☐ Scheduling		
N.T.			D1		D 1 41 11	
Name:					Relationship:	
	☐ Emergency Contact	☐ Medical	☐ Billing	☐ Scheduling		
3.7			D1		75 1	
Name:					Relationship:	
	☐ Emergency Contact	☐ Medical	☐ Billing	☐ Scheduling		
	TD	FATMENT	& DAVME	NT AUTHORI	ZATION	
						1
	ient of BTAMC, I autho					
	nt, testing or tele-health s					
	ed, team-based approach					
behavio	ral health services, preve	entative or additi	onal dental serv	vices, patient outreacl	h support and ass	sistance, care
manage	ment services, and/or son	ne specialty serv	vices. Addition	ally, our integrated c	are specialists ma	ay provide
consulta	tion, behavioral health a	ssessments, cou	nseling interven	itions or support serv	ices, as you and	your BTAMC
provide	r decide are appropriate.	I authorize BTA	AMC to release	my medical information	tion for the conti	nuum of care with
	edical providers and faci					
	•	,	1 3		1	
I unders	tand that I am financially	v responsible for	all service char	rges for myself or ide	entified minor, w	hether or not the
	s) are covered by insurar					
	provided. I understand					
	responsibility. I understa					
	C Billing Department. I					
		y v	100011100	J J 11100		,
Patient	t/Guardian Signature	:			Date:	
	_	<del>_</del>				
Data Ent	ry- Staff Initials:	Date:	<del></del>	Scanned – Staff Initial	ls:	Date:

"The mission of Broad Top Area Medical Center, Inc. is to provide access to affordable, high-quality care without discrimination."



### **NEW PATIENT REGISTRATION & MEDICAL HISTORY FORM**

PATIENT LEGAL NAME:			DATE OF BIRTH:/			
PATIENT PREFERR						
	Cl	inical Intak	e Infori	nation		
	<b>♦</b> Please briefly sta	te in the box l	below the	e reason for your visit	<b>♦</b>	
How did you hear abou	-					
Please revi		dical Problem		& Present♦ se items that are a prol	olem for v	ou.
Vision problems	Wheezing	Lumps in brea		Frequent Urination	Excessive	
Hearing problems	Asthma / COPD	Breast dischar		Incontinence	Excessive	
Sinus trouble	Emphysema	Trouble swall	_	Blood in Urine	Weakness	
Hay fever	Bronchitis	Nausea	<u>U</u>	History of STD's	Fatigue	
Nosebleeds	TB exposure	Vomiting		Anemia	Fever / Sw	eating
Sore throat	Chest pain	Abdominal pa	in	Easy bruising	Fainting	
Hoarseness	Chest discomfort	Hepatitis / Jau	ındice	Pain in legs	Seizures /	Tremor (Dup)
Lumps in neck	Shortness of breath	Gallstones		Joint pain / stiffness	Migraine/H	Headaches
Tooth problems	High blood pressure	Diarrhea		Blood clot	Numbness	tingling
Cough	Diabetes	Constipation		Weight loss / gain	Anxiety/D	epression
Coughing blood	High cholesterol	Blood in stool		Heat/cold intolerance	Difficulty s	
Back Pain	Nerve Pain	Muscle aches/pain		Stroke (CVA)	Other Causes of Chroni- Pain??	
Learning or Attention problems	Lung problem?	Other:				
		<b>♦</b> Past Medic	cal Histor	ry 💠		
Condition		Year Began		Condition / Disease		Year Began
Usual Childhood Di	sease		□ Canc	rer		
(Mumps, Measles	s, Chicken Pox)		Type:	Location:		
□ Covid-19 / SARS-C	CoV-2		□ Bleed	ding Problems / Hemophilia	/ Anemia	
□ Hypertension				n Injury / Brain Malformation	1	
☐ High Cholesterol			☐ Epilepsy / Seizures			
☐ Hypothyroid (low) o	or Hyperthyroid (high)		☐ Depression / Anxiety / Nervousness			
COPD, Emphysema			☐ Mental Disorder / Behavioral Problem			
<ul><li>Respiratory Disease</li></ul>	/ TB		☐ Dementia / Alzheimer's Disease			
□ Diabetes				ALS / Parkinson's Disease		
	ers / Stomach Problems			ritis/Joint problems / RA / Lu	pus	
		☐ Hepatitis / Liver Disease				
	Pulmonary Embolus			ey Disease		
				Serious Injuries or Fra		Month / Vn
Operation / Hospit	tanzation / Injury	Month / Yr.	Орегано	n / 1105phanzauon / 111jury		Month / Yr.
List holow ware a		her Physicians	_		my Davish	otuv eta
List below your o	mer physicians (i.e.	, Gyn, Derma	torogy, G	GI, Orthopedics, Urolog	gy, Psychi	atry, etc. )



<b>♦</b> Medication or Food Allergies or Intolerances <b>♦</b>					
List below medications or foods causing an allergic reaction (i.e., rash, swelling) or intolerance (i.e.,					
nausea)					
<b>Medication / Food</b>	Reaction	Medication / Food	Reaction		

♦ Medications, Vitamins and Herbal Supplements ♦							
Medication	Strength	Number of pills taken & frequency	Medication	Strength	Number of pills taken & frequency		

♦ Disease Prevention and Health Maintenance ◆ Please list below the most recent dates of your vaccines and health screening tests					
Month / Yr.   Month / Yr.   Month / Yr.					
COVID-19 Vaccine		Mammogram		Endoscopy (EGD)	
Flu Vaccine		Pap Smear		Stent Placement	
Pneumonia Vaccine		Prostate Exam		Heart Catheterization	
Tetanus Vaccine		Colonoscopy		Heart Stress Test	
Hepatitis B Vaccine		Bone Density		Echocardiogram	
Shingles Vaccine		Eye Exam		EKG	
Gardasil Vaccine		Foot Exam		Most Recent Lab Work	

◆ Family Health History ◆ Please list below the health history of your genetic (blood) relatives							
Relative	Living or Deceased	Current age or age at death	Cause of Death	Health Problems			
Paternal Grandfather:							
Paternal Grandmother:							
Maternal Grandfather:							
Maternal Grandmother:							
Father:							
Mother:							
Sibling:							
Sibling:							
Children:							

♦ Social History ♦						
What type of exercises do you perform, duration	n & frequency?					
In what type of residence do you live (i.e., hous	e, assisted living, nursi	ng home)?				
What are your hobbies?	What are your hobbies?					
Do you drink alcohol?	What type of alcohol?	)	No. of drinks per week?			
Are you a current smoker?	If you smoke, how many packs per day?					
Are you a former smoker?	If so, what year did yo	ou quit?	No. of years you smoked?			
On average, how much did you smoke per day?		Do/Did you use oth	er nicotine products?			
Are you sexually active:	Do you have sex with	:	How many partners have you had during			
Yes / No	Men / Women / Both the past 12 months?					
Are you concerned that you may have been exposed to HIV? Yes / No						
What is the highest grade you finished in school?						

# Broad Top Area Medical Center, Inc. 2025 SLIDING FEE SCALE DISCOUNT PROGRAM – PATIENT EDUCATION & INTEREST FORM

#### **FEDERAL POVERTY GUIDELINES**

Broad Top Area Medical Center Inc., (BTAMC) is a non-profit Federally Qualified Health Center, our Mission is to provide access to affordable, high-quality healthcare without discrimination based on one's race, color, sex, disability, age, creed, or national origin. BTAMC will provide in-scope services to all patients, regardless of their insurance status or ability to pay. Every patient may apply for our Sliding Fee Scale Discount Program (SFS) to determine qualification. Patients may choose to decline our benefit program.

Eligibility for Sliding Fee Discounts is based on the federal poverty level (FPL) income guidelines which are adjusted annually and operate in accordance with other federal program regulations. **ALL** patients are encouraged to apply. Uninsured and under-insured patients may qualify for the program based on their household size and their family's income. Sliding Fee Scale Discount Program applications are available at every BTAMC reception desk and on-line – visit our web site: <a href="https://www.broadtopmedical.com">www.broadtopmedical.com</a>

### Important discount program points are:

- The Sliding Fee Scale provides significant discounts for Medical and Dental services at every BTAMC location.
- The Sliding Fee Scale is not an insurance program it is a benefit offered to ALL of our patients.
- The Sliding Fee Scale benefit period is from March 1<sup>st</sup> to the last day of February.
- Your eligibility is based only on your household size and the gross annual income for your household.
- You may qualify for the program, even if you do have third-party medical insurance and/or dental coverage.
- You will qualify for the program if your household income is below and/or up to 200 % of the federal poverty level.
- You must apply for the program to determine your qualified Sliding Fee Scale Discount.
- You must provide proof of income along with your application such as tax forms or pay stubs or bank statements.
- You are encouraged to re-apply anytime your household income or household size changes, such as when someone loses insurance, someone becomes unemployed, or if you lose **or** add a family member even when the change is temporary.
- You must renew your application and submit proof of income each year to qualify for Sliding Fee Scale Discounts.
- Applications & questions can be submitted to the office in person, by mail or via secure Email to:

enrollment@broadtopmedical.com

**2025** POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA \* For families/households with more than 8 persons, add **\$5,500** for each additional person.

ON THE TABLE BELOW PLEASE CIRCLE FAMILY SIZE & ESTIMATED ANNUAL HOUSEHOLD INCOME FOR <u>2025</u>
We ask every patient to share their annual household income. We only collect aggregate information because BTAMC receives federal funding for assistance programs that benefit patients with lower incomes. Your information is confidential. Thank you!

Family Size	(<=100%)	(101% - 125%)	(126% - 150%)	(151% - 175%)	(176% - 200%)	Above 200% FPL
1	\$0 - \$15,650	\$15,651 - \$19,563	\$19,654 - \$23,475	\$23,476 - \$27,388	\$27,389 - \$31,300	\$31,301 +
2	\$0 - \$21,150	\$21,151 - \$26,438	\$26,439 - \$31,725	\$31,726 - \$37,013	\$37,014 - \$42,300	\$42,301 +
3	\$0 - \$26,650	\$26,651 - \$33,313	\$33,314 - \$39,975	\$39,976 - \$46,638	\$46,639 - \$53,300	\$53,301 +
4	\$0 - \$32,150	\$32,151 - \$40,188	\$40,189 - \$48,225	\$48,226 - \$56,263	\$56,264 - \$64,300	\$64,301 +
5	\$0 - \$37,650	\$37,651 - \$47,063	\$47,064 - \$56,475	\$56,476 - \$65,888	\$65,889 - \$75,300	\$75,301 +
6	\$0 - \$43,150	\$43,151 - \$53,938	\$53,939 - \$64,725	\$64,726 - \$75,513	\$75,514 - \$86,300	\$86,301 +
7	\$0 - \$48,650	\$48,651 - \$60,813	\$60,814 - \$72,975	\$72,976 - \$85,138	\$85,139 - \$97,300	\$97,301 +
8	\$0 - \$54,150	\$54,151 - \$67,688	\$67,689 - \$81,225	\$81,226 - \$94,763	\$94,764 - \$108,300	\$108,301 +

I understand that I may qualify for the Sliding Fee Discount Program but at this time, I choose to decline.  Yes, I would like to apply for the sliding fee discount program, please contact me at this Phone Number:					
Print Name of Patient/Applicant or Parent/Guardian	Signature of Patient	Date			
Patient/Applicant's Date of Birth	Signature of Staff/Witness	Date			



# **Broad Top Area Medical Center, Inc.**

# **AUTHORIZATION FOR THE RELEASE OF CONFIDENTIAL INFORMATION**

PATIENT NAME:		DOB:		
ADDRESS:		S#:		
	EMAIL ADDRESS:			
I, HEREBY AUTHORIZED TH	HE FOLLOWING:			
Name of Practitioner/Facili	ity:			
Address:				
Phone & Fax:				
	nd OR Exchange records with: Broa			
_	IRCLE Office of choice and direct a	_		
☐ <b>Broad Top Medical Center</b> 4133 Medical Center Drive, PO Box 127 Broad Top, PA 16621-9001 Phone: 814-635-2916 Fax: (814) 635-2918	☐ Trough Creek Medical Center 358 Seminary Street, PO Box 158 Cassville, PA 16623-6203 Phone: 814-448-9226 Fax: 814-448-2068	Primary Care Center 790 Bryan Street, Suite 2 Huntingdon, PA 16652-2410 Phone: 814-907-3400 Fax: 814-907-3500		
☐ Belleville Wellness Center 375 S. Kishacoquillas Street Belleville, PA 17004-8620 Phone: 717-935-2065 Fax: 717-935-5560	☐ <b>Huntingdon Family Care Center</b> 835 Washington Street, PO Box 185 Huntingdon, PA 16652-1725 Phone: 814-506-8114 Fax: 814-506-8553 or 814-506-8623	☐ Family Wellness Center 419 14 <sup>th</sup> Street Huntingdon, PA 16652-1726 Phone: 814-643-3205 Fax: 814-643-6903		
Mount Union Medical Center 95 S. Park Street Mount Union, PA 17066-1334 Phone: 814-542-8627 Fax: 814-542-5444	☐ Pediatric & Family Healthcare 6311 Margy Drive, Suite 2 Huntingdon, PA 16652-6934 Phone: 814-506-8490 Fax: 814-506-8493	☐ <b>Walk-In Clinic</b> 6678 Towne Center Blvd. Huntingdon, PA 16652-6934 Phone: 814-643-1232 Fax: 814-643-4267		
Juniata Valley BTAMC Clinic 846 Medical Center Drive, PO Box 355 Alexandria, PA 16611-2936 Telephone: 814-667-7400 Fax: 814-667-7395	☐ Southern Huntingdon County Me 626 Water Street, Suite 1, PO Box 40 Orbisonia, PA 17243-9432 Phone: 814-447-5556 Fax: 814-584-5741	edical Center		
Southern Huntingdon County D 626 Water Street, Suite 2, PO BOX 146 Orbisonia, PA 17243-9432 Phone: 814-447-3159 Fax: 814-447-3195	Pental Clinic			
The extent or nature of inform	nation to be released is indicated	below:		
COMPLETE DENTAL REC	ORDS	_ X-RAYS		
COMPLETE MEDICAL RE	CORDS	_ LABORATORY		
OFFICE NOTES (DATES)		_ MEDICATION LISTS		
OPERATIVE REPORT		_ HISTORY & PHYSICAL		
DISCHARGE SUMMARY		_ OTHER:		
INPATIENT CARE (DATE	S OF SERVICE)			
EMERGENCY CARE (DAT	ES OF SERVICE)			



# **Broad Top Area Medical Center, Inc.**

### **AUTHORIZATION FOR THE RELEASE OF CONFIDENTIAL INFORMATION**

The purpose for release of the	above inform	nation is indicat	ed below:	
CONTINUED CARET	RANSFER	INSURANCE	LEGAL	OTHER
If other is checked, please specify rea	ason needed:			
I	ND MAY INCLU OR HIV/AIDS	GIVE CONSENT DE PSYCHIATRIC INFORMATION.	TO THE RELEA SINFORMATION	ISE OF THESE N, DRUG AND
I understand this consent is volunt (except to the extent that action be and signed communication to the unless otherwise stated as follows I understand that I may refuse to disclosed. Whether I sign or refuse	pased on this cor facility. This cor : sign this authori	nsent has already be nsent will expire in o zation. If I refuse,	een taken) by writene year from the the identified rec	tten, dated, date signed,
X(Signature of PATIENT)		DATE SIGNE	D:	
X(Signature of Parent, Guardia	 an, or Legal Re	WITNESS: _ presentative)		
If signed by other than the pa			for patient's inab	ility to sign:
Verbal consen	t requires the	e signature of tw	o witnesses:	
Signature of Witness (1)	Date	Signature of \	Witness (2)	Date
Information used or disclosed purs recipient and no longer will be pro		-	-	•
A copy of this authorization has be	een Accept	ed Rejected	by the Patient/Re	presentative.