Cornerstone Behavioral Healthcare Wabanaki, Division of Cornerstone

Consolidated Demographic: Identifying Information

Client#

If this case is being *REOPENED,* please check this box. ☐

If this form is submitted for *ANNUAL PAPERWORK*, please check this box. ☐

DEMOGRAPHICS

Client Name			**Date of Birth**
Address	**City**	**State**	**Zip code**
Home Phone	**Work Phone**		**Okay to call at work?** ☐Yes ☐No
Client's Gender	**Marital Status (if applicable)**		**Email**
Guardian Name or Emergency Contact*	**Relationship to Client**	**Guardian/Emergency Contact Address and phone**	

Are you currently receiving either mental health or substance abuse services from another provider?

☐Yes ☐No If yes, provider name:

Client is appropriate for services and is set to see _____ on: _____
Provider Name **Date**

Is client a Consent Decree Class Member? ☐Yes ☐No	**Joint Custody*?** ☐Yes ☐No Name:

Primary Care Provider/Company Name:

MAINECARE

Mainecare Number:	Social Sec#:
	Categorical ☐ Non-categorical ☐
	If applicable: Pregnant ☐ Native American ☐

PRIMARY INSURANCE CARRIER

Are you billing through CORNERSTONE BEHAVIORAL HEALTHCARE for private insurance? ( ) **Y** **( ) N**

Insurance Provider	**Guarantor**	
Guarantor Employer	**Guarantor SS#**	
Policy Number	**Group #**	
Insurance Provider Address		**Guarantor D.O.B.**
City	**State / Zip**	**Telephone #**
Copay	**Referral Needed? ( )** Y ( ) N	**Referral #**

SECOND INSURANCE CARRIER

Insurance Provider	**Guarantor**	
Guarantor Employer	**Guarantor SS#**	
Policy Number	**Group #**	
Insurance Provider Address		**Guarantor D.O.B.**
City	**State/Zip**	**Telephone #**
Copay	**Referral Needed? ( )** Y ( ) N	**Referral #**
Policy Number	**Group #**	
Insurance Provider Address		**Guarantor D.O.B.**
City	**State/Zip**	**Telephone #**
Copay	**Referral Needed?** ☐ Y ☐ N	**Referral #**

***If necessary, has any legal paperwork regarding client custody, Guardian Ad Litem, probation, or other legal documentation been provided? Yes ☐ No ☐**

Client#: _____

Waterville, Wabanaki and Bangor Program Description

I. Service Description and Information

a. **Behavioral Health Home/ Case Management Services.** Our program qualifies as a "Behavioral Health Home" to both children and adults. This is not a place where people live, but a way of providing case management using a "whole person" approach. This is a Maine Care covered service. This "whole person" approach means that you can get help managing both physical and mental health services. In the Behavioral Health Home, you get the same services that you get with regular case management but with an extra focus of helping you to coordinate physical health needs with your primary care provider. The services are provided by a health professional known as a Home Health Coordinator (HHC) or Case Manager (CM) who will help to identify the mental, behavioral, medical and other whole person needs including educational, housing, peer recovery and transportation, etc. CM's help to identify the services necessary to meet those needs, coordinate and facilitate access to services and integrate care. This model offers a culturally sensitive, team-based approach with YOU being the center and driving force in your care. It begins with intake/assessment, identification of needs, developing a plan of care, referrals, care coordination/advocacy, monitoring, and ends when your goals are met. Behavioral Health Homes build on the existing care coordination and behavioral health expertise of community mental health providers. We strive to meet your needs efficiently and in the shortest time possible. ***Clients must opt in to this service.***

   i. Behavioral Health Homes are an important component of Maine's Value-Based Purchasing strategy, a multi-pronged MaineCare initiative designed to improve the healthcare system, improve population health, and reduce cost.
   ii. Participation in Behavioral Health Home services is entirely voluntary. You can opt out of the service at any time.
   iii. Behavioral Health Homes are a partnership between a licensed community mental health provider (the "Behavioral Health Home Organization" or BHHO) and one or more Health Home practices (a HHP) to manage the physical and behavioral health needs of eligible adults and children.

b. **Adult Community Integration Services** is a service for adults ages 18 and above to help stabilize mental health issues, address co-occurring substance abuse, trauma, and health issues that affect a person's independence and functioning in the community. Adult Community Integration Services is a culturally sensitive, person centered and team based including you, your health care professionals, peer and natural supports you (and your guardian, if applicable) choose. This is a strengths-based approach provided flexibly in the home or in the community.

c. **Targeted Children's Case Management** is a service for children ages 0-20 who have Emotional, Behavioral, Developmental and Cognitive needs. This is a culturally sensitive, team-based model which includes your natural/peer supports. A wrap-around approach is used to identify strengths, normalized needs and barriers in the community and school. Once needs are identified, the Case Manager will help to link you with congruent community supports and resources to help keep your child in the community and in the least restrictive setting. We provide assessment; support planning, team facilitation, linkage, coordination, monitoring and advocacy to meet the needs of your child.

d. **Outpatient Therapy/Substance Use Treatment** is a service that utilizes evidenced based, culturally sensitive treatment modalities to support clients in managing their symptoms so that they can function as best they can in their environment. Cornerstone offers adult and child outpatient counseling services in both the Bangor and Waterville locations. We have outpatient clinicians that specialize in many areas including: couples, trauma, EMDR, substance use treatment, and providing counseling to the LGBTQ community. At times, we have clinical interns that can provide therapy to individuals with no insurance and/or high copays.

e. **Medication Assisted Therapy (MAT)** is the use of medications, in combination with therapy, to provide a "whole-patient" approach to the treatment of opioid addiction. MAT is designed to provide clients the opportunity to stabilize from opiate use disorder and further engage in the recovery process. Our Program is an office-based outpatient treatment (OBOT) service for adults over the age of 18. OBOT refers to a model of opioid agonist treatment that seeks to integrate the treatment of opioid addiction into

general medical and psychiatric care. An important feature of OBOT is that it allows providers to provide opioid treatment services in their usual clinical settings, thus expanding the availability of care. We work very closely with case management and outpatient therapy to offer comprehensive care to our clients.

f. **Opioid Health Home (OHH)** is an office-based MAT service, based on an integrated care delivery model provided by a team of providers focused on whole-person treatment. This service includes, but is not limited to, counseling, care coordination, medication-assisted treatment, peer recovery support, urine drug screening, and medical consultation for individuals who have been diagnosed with an opioid dependency and other chronic conditions. OHH services are available for eligible MaineCare clients and uninsured individuals with opioid use disorder. OHH is defined as a rehabilitative service that is to be provided in the context of a supportive relationship, pursuant to an individual treatment plan that promotes a person's recovery from Opioids and other co-occurring conditions. ***Clients must opt in to this service.***

II. Philosophy

a. Cornerstone is a client-centered, trauma informed and recovery focused service. The goal of the service is to increase independence in the community and to support an individual to live in the least restrictive setting of their choice. We believe that clients are the experts in their lives and that our job is to support clients in what they are motivated to work on. In addition, Case Management services are flexible, and can meet individuals in a variety of settings including the community or your home.

III. Business Hours

a. Monday-Friday 8am-4:30pm for Case Management. For outpatient business hours call the Waterville office at 207-680-2065, the Bangor office at 207-992-0410 and the Wabanaki office at 207-992-0411 or toll free 866-275-3741. For after- hours emergency coverage, you may contact your local crisis at 1-888-568-1112 or refer to your crisis plan if necessary. You may also go to the local hospital or call 911.

IV. Expectations

a. To meet your needs effectively we expect to meet with you regularly; this includes parents and/or guardians of clients not of legal status to independently consent to services (Please provide custody paperwork or when any legal matters pertain). In the case that a cancellation must occur, please see attendance policy.

V. Communication

a. Cornerstone prefers direct communication; however, we recognize at times that you may prefer brief electronic communication through email, voice mail or text. However, providers do not communicate via Facebook or other types of social media. We may not be able to comply with your requests as we follow best practices and clients are aware of the risks and benefits of electronic communication.

VI. Record keeping

a. Cornerstone has moved to an Electronic Health Record (EHR). This means that all documents of your case are kept via a secured online record portal. All providers inter-agency have limited access to these files to maintain integration and continuity of care across programs such as: Case Management, Therapy and Medication Management. Cornerstone also participates in HealthInfoNet.

VII. Transportation

a. Case Managers may occasionally accompany clients to community-based services if these needs are identified in the Individualized Support Plan. Case Managers' primary function is not to provider "transportation".

VIII. Termination of Services

a. If at any time, either party decides that services are no longer necessary, due to goals being met, or you are no longer interested or eligible to receive services, your services will be terminated. Services will also end if there has been a period of 90 days of inactivity and/or attempts made by our agency to contact you have been unsuccessful.

IX. Billing Policies

a. Your signature on this form will allow Cornerstone to bill private insurances and Mainecare for services and process claims. Cornerstone needs to release information such as: dates of service, length of service, diagnosis

and other information as requested by our contract to receive payment. Clients are ultimately responsible for reimbursement of services.

b. If changes occur to your insurance, it is your responsibility to let Cornerstone know of these changes and to do whatever is necessary of you to restore your insurance benefits should they end and you are responsible for unpaid services. Case Managers, if made aware of your need, may help you to pursue available insurance benefits to maintain them or to have them be restored.

c. BHHO is only a MaineCare funded service. Case Management is a MaineCare funded reimbursable service, unless other sources of support are identified and approved. We require a copy of your MaineCare card to remain in your client file.

X. Attendance Policy

a. In order to provide quality services, it's imperative that you attend appointments regularly. **Please call the main office number 24 hours in advance of your appointment if you need to cancel.**

b. If you must call to cancel your appointment with less than a 24-hour notice, please be prepared to explain why you were unable to attend. No more than 3 late cancellations within a 60-day period will be allowed.

c. If you **give less than 24 hours' notice or** simply **do not show**, your services are in jeopardy of being discontinued. We will allow no more than 2 no-shows within a 60-day period. An additional fee of $45 **may be** required of clients that have no-showed more than 1 appointment. Payment will be expected at the beginning **of** your next appointment unless a different arrangement has been made with the office. (MaineCare clients are exempt from the above fee) Most people receiving services enjoy standing appointments, that is, the same day and the same time for each appointment. If you call with late cancellations or no-show for a scheduled appointment, you may lose your standing appointment time and be placed on an ON-CALL list. This means that in order for you to be seen by your clinician you will need to phone the office to ask if your clinician has an open appointment for a particular day. If they do, you may choose to be seen that day. If there are no open appointments you will need to call another day to check for availability.

STATE OF MAINE RIGHTS OF RECIPIENTS OF MENTAL HEALTH SERVICES
Who are Adults/Children in Need of Treatment

The following is a summary of your rights as a recipient of outpatient (nonresidential) services under the Rights of Recipient of Mental Health Services booklet from the Maine Department of Health & Human Services, 40 State House Station, Augusta, Maine 04333 (287-4200 or TTY 287-2000). If you are deaf or do not understand English, an interpreter will be made available to assist you in understanding your rights. Please also review your federal rights under the Health Insurance Portability and Accountability Act (HIPAA) summarized in Cornerstone Behavioral Healthcare's **Notice of Privacy Practices**. This notice is displayed in our waiting rooms, and you may also request a copy of same.

a. **Basic Rights**. You have the same civil, human and legal rights, which all citizens are entitled. You have the right to be treated with courtesy, respect and dignity.

b. **Right to Confidentiality and Access to Records**. You have the right to have your records kept confidential, to be released only with your informed and signed consent. (Specific circumstances where the agency can release or share your protected health information as described in the Rights book.) You have the right to review you record at any reasonable time and to add written comments to clarify information you believe is inaccurate or incomplete.

c. **Right to an Individualized Treatment Service Plan**. You have the right to a written service plan, developed by you and your worker, based on your needs and goals. The plan must: be based on your actual needs, identify how a need will be met if the service is not available; include tasks to be completed and by whom; time frames for accomplishment of tasks and goals; and criteria to determine success. If you do not agree with the plan, you have the right to request and receive a second opinion. You have a right to a copy of the plan.

d. **Right to Informed Consent**. No service or treatment can be provided to you against your will. You have the right to be informed of possible risks and anticipated benefits of all services and treatment. You may designate a representative who is authorized to help you understand and exercise your rights, help you make decisions, or to make decisions for you. The guardian also has the right to be fully informed.

e. **Right to File a Grievance and Appeal**. You have the right, without retribution, to grieve any violation of your rights or a questionable practice. You have the right to a written response, including reasons for the decision. You may appeal any decision to the Department of Health & Human Services. For assistance contact: Office of Advocacy, 60 State House Station, Augusta, Maine 04333 (287-2205) or Disability Rights Center, P.O. Box 2007, Augusta, Maine 04330 (1-800-452-1948).

Consent to Use of Health Care Information

I understand that Cornerstone Behavioral Healthcare will make use of my health care information for purposes of treatment and other lawful functions of Cornerstone Behavioral Healthcare's practice, including securing payment and other usual health care operations.

I understand that if Cornerstone Behavioral Healthcare holds certain sensitive information related to my health care, (such as: **Records covered by federal rules governing confidentiality of alcohol and drug abuse treatment programs (FDA 42 CFR 2.31), Records covered by state rules governing mental health services or Records concerning my, or my child's, diagnosis or treatment for HIV or AIDS**), then my specific authorization will be required to disclose such information to others.

I understand that such information may be made available to persons working on Cornerstone Behavioral Healthcare's behalf, who will be subject to the same duty of confidentiality as Cornerstone Behavioral Healthcare with respect to such information.

I understand that I may refuse to allow the sharing of some or all such information, but that refusal may result in improper diagnosis or treatment or other adverse consequences.

Disclosure Notice

I acknowledge that I have received a copy of Cornerstone Behavioral Healthcare's "Notice of Privacy Practices", and I have been given an opportunity to review this notice. I understand that it is Cornerstone Behavioral Healthcare's policy to treat all health care information and records as confidential, and not to disclose them unless authorized to do so. I understand that I have the right to control the disclosure of my health care information, subject to certain disclosures that are permitted or required by law, and that my health care information will not be disclosed unless:

- I have specifically authorized the disclosure
- The disclosure is permitted or required by law

I understand that it is Cornerstone Behavioral Healthcare's policy not to share any health care information with family or household members, except as specifically directed by the client or parent/guardian.

The family of household members, if any, with whom I direct Cornerstone to share my health care information, are the following (if not applicable, please note N/A):
The information that Cornerstone may share with those persons listed above, consists of (if not applicable, please note N/A):
I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO CORNERSTONE BEHAVIORAL HEALTHCARE FOR SERVICES IF IT IS SELF-PAY OR NOT COVERED BY MY INSURANCE, UNLESS I AM ALSO COVERED UNDER MAINECARE. I ALSO UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE FOR MISSED APPOINTMENTS IF I HAVE NOT NOTIFIED CORNERSTONE BEHAVIORAL 24 HOURS IN ADVANCE. I HEREBY AUTHORIZE CORNERSTONE BEHAVIORAL HEALTHCARE TO FURNISH INFORMATION REGARDING MY DIAGNOSIS AND TREATMENT TO THE ABOVE INSURANCE CARRIERS AND/OR MAINECARE, UNLESS I AM SELF-PAY. I HEREBY AUTHORIZE PERMISSION FOR TREATMENT BY PROVIDERS OF CORNERSTONE BEHAVIORAL HEALTHCARE. **THIS SIGNATURE ACKNOWLEDGES THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE BILLING POLICY, CONSENT, ATTENDANCE POLICY, RIGHTS OF RECIPIENTS, AND DISCLOSURE NOTICE AT CORNERSTONE BEHAVIORAL HEALTHCARE. THIS SIGNATURE ALSO ACKNOWLEDGES THE PERMISSION TO TRANSPORT IF APPLICABLE AS WELL AS RELEASING CORNERSTONE BEHAVIORAL HEALTHCARE FROM LIABILITY IN CASE OF AN ACCIDENT DURING ACTIVITIES RELATED TO CORNERSTONE BEHAVIORAL HEALTHCARE, AS LONG AS NORMAL SAFETY PROCEDURES HAVE BEEN TAKEN.**

Signatures: If client is a minor, and service is Substance Abuse they must sign.	
Client (14 yrs. & older):	Date:
Authorized Rep:	Date:
Relationship to Client:	
Witness:	Date:

- **I have been offered and am opting in for the following services:**
  ☐BHHO Services ☐OHH Services ☐ACSS Services ☐MAT Services
  ☐Outpatient Therapy Services ☐Med Management Services
  ☐Substance Use Treatment Services ☐Targeted Case Management Services

• **I have been offered a copy of any and all of this paperwork.**	**☐Yes ☐No**
• **In the event that my insurances change I give my permission for Cornerstone to retro-bill new insurances.**	**☐Yes ☐No**

Right to Revoke (Disclosure Notice Only)

I understand that I may revoke this authorization at any time by giving written notice of revocation to Cornerstone Behavioral Healthcare; however, this will not affect information released prior to receiving my statement. I understand that revoking this authorization may be the basis for denial of health benefits or other insurance coverage benefits.

My signature below officially revokes this authorization.	
Client:	Date:
Authorized Rep:	Date:
Relationship to Client:	
Witness:	Date:

Cornerstone
Behavioral Healthcare
157 Park Street, Suite 5
Bangor, ME 04401
Phone: (207) 992-0410 Fax: (207) 992-0414

Client Signature Attestation

CMS require that we maintain a registry of Client signatures for signature verification. Please complete the form below and return to our office at your earliest convenience. Thank you.

Please sign your name – *stamps and electronic signatures are not acceptable for this form.*

Signature: _____ Initials:_____

Printed Name: _____

Guardian Signature (if applicable):_____

Printed Name: _____

Witness Signature:_____

Printed Name:_____

Cornerstone Behavioral Healthcare
Telehealth Agreement & Signature Page

I, _____, agree to participate in Telehealth services. These services will be provided by, _____. My signature acknowledges that I have read, understood and agree to the Telehealth Service Policy (page 2) that governs services provided at Cornerstone Behavioral Healthcare.

The purpose of Telehealth services is not to replace face-to-face services. These services can be discontinued at any time and a face-to-face session can be scheduled as soon as it is reasonably possible.

These services will comply with HIPAA regulations and upon the initiation of treatment all clients are provided with HIPAA rules and regulations governing the security and transfer of client information. I acknowledge that no electronic transmission of information, even encrypted, can be guaranteed to be 100% secure.

Telehealth is an interactive face-to-face digitally secured video session with your provider. The clinical session will not be recorded or taped. The provider will offer the same care as a direct face-to-face appointment.

Client Signature: _____Date:_____

Guardian or Parent (if applicable): _____Date:_____

Witness: _____Date:_____

The definition of Telehealth Services, as defined by MaineCare Benefit Manual (4.01-10) is the use of information technology by a Health Care Provider to deliver clinical services at a distance for the purpose of diagnosis, disease monitoring, or treatment.

1. Interactive Telehealth- if face-to-face services are not available, then interactive Telehealth (real-time combined audio and video) may be used. If connection is lost during session, the telephone may be used to complete the session.

Eligibility for Telehealth:

1. Must have payment source that covers Telehealth and respective requirements must be followed.
    a. Must have full benefit MaineCare coverage and be eligible for mental health services, or
    b. Must have commercial insurance that covers behavioral health, and therefore covers behavioral health via Telehealth per Maine parity law, or
    c. Must have Medicare, and client must be in Telehealth-eligible area (contact executive director or CEO to verify), or
    d. Must have no insurance, and be paying privately for services.
2. Mental health service delivered must be of comparable quality to what it would be if delivered in person.
3. Delivery of the mental health service via Telehealth must be medically appropriate as determined by Health Care Provider.

Client Rights:

1. Participation in Telehealth is voluntary. Client has the right to refuse or discontinue at any time without risking future access to services.
2. Client has the right to access records from Telehealth sessions as provided by Federal and State law and regulations, just like any other health record.
3. Client has the right to know who is present at provider's site, and the member's site, during the session, and have the right to exclude anyone from either site.

Clinical Requirements:

1. Documentation is required, similar to face to face services, and utilizes the authorization(s) maintained for underlying service delivered. Justification for Telehealth services will be documented on Initial Assessment, Progress Notes, Treatment Plan and Annual Summary.
2. The clinical session will not be recorded or taped.
3. Child Protective Service (CPS)/Adult Protective Services (APS) Mandated Reporting
    a. Face-to-face service requirements apply to Telehealth.
    b. You are a mandated reporter only in the state where you hold a valid license.
    c. If a report is made to your State regarding a client in another State, it is their responsibility to coordinate with that State.
    d. Reporting to another state is violating the client's confidentiality, unless you obtain a written release of information from the client/guardian.

OPT-IN TO SHARING SENSITIVE HEALTH INFORMATION WITH HEALTHINFONET

ABOUT HEALTHINFONET & THIS OPT-IN FORM

What is HealthInfoNet? HealthInfoNet is a secure computer system that brings your health information from different healthcare locations into one statewide electronic health record. Your providers use this information to make better decisions about your care. It can also help them prevent mistakes, especially in an emergency. Your health record includes information about your medicines, allergies, test results, and more.

Are my records private and secure? HealthInfoNet encrypts all information and uses secure computer connections to receive and share your health information. Only those involved in your care can look at your information. To learn more about who has looked at your HealthInfoNet record and when they looked at it, you can visit http://hinfonet.org/for-patients. Note that no system is ever completely secure, but HealthInfoNet makes every effort to keep your records safe.

What does it mean to "opt-in"? Maine has separate rules about mental health/HIV information sharing. This sensitive information is kept private unless you choose to share it in your HealthInfoNet record. You can authorize any provider to see your sensitive information in your HealthInfoNet record at any time via one-time verbal consent. And in the case of a medical emergency, your providers will have access to it. However, completing this form will also allow your sensitive health information to be shared within your HealthInfoNet record and available to your providers for more than just one time and for more than just a medical emergency. Your choice to share or not share this information will not affect your ability to get medical care.

INSTRUCTIONS:

- **IF YOU DO NOT WANT TO SHARE YOUR SENSITIVE HEALTH INFORMATION, DO NOT DO ANYTHING WITH THIS FORM.**
- **IF YOU DO WANT TO SHARE YOUR SENSITIVE HEALTH INFORMATION, PLEASE COMPLETE THE FORM BELOW.**

BEFORE COMPLETING THIS FORM, PLEASE CONFIRM THAT YOU ARE ALREADY SHARING GENERAL MEDICAL INFORMATION WITH HEALTHINFONET.

If you would like to opt-in to sharing your sensitive health information with HealthInfoNet, please complete ALL sections of the following form and mail it to HealthInfoNet at 60 Pineland Drive, Auburn Hall, Suite 305, New Gloucester, ME 04260 or fax it to 207-541-9258.

Alternatively, if you would like to complete this form online please do so here: https://map.hinfonet.org:8443/patientoptions/mhhivin

I CHOOSE TO SHARE MY SENSITIVE HEALTH INFORMATION WITH HEALTHINFONET

I understand that the information to be released may contain sensitive information, and that only if I check the appropriate box below will I authorize release of the specified type(s) of information: mental health and/or HIV information. Please check the box next to your choice(s):

Mental Health Information ☐ I DO authorize disclosure of any information related to mental health

HIV Information ☐ I DO authorize disclosure of any information related to HIV

First Name | *Middle Name* | *Last Name*

Address | *City* | *State* | *ZIP Code*

☐ Male ☐ Female ☐ X | / / | - -

Sex | *Date of Birth (mm/dd/yyyy)* | *Social Security Number (**not required**)*

Phone Number (XXX-XXX-XXXX) | *Email Address*

By signing, I understand that my sensitive health information will be available to providers using HealthInfoNet.

/ /

Patient/Legal Guardian Signature | *Date (mm/dd/yyyy)*

Housing Needs Assessment

Date: _____ Name: _____ Birthday: _____ Gender: _____

Client # _____ Contact Phone Number: (___) _____ Other Contact: _____

PART 1

What is your current housing situation? _____

If housing is needed or a rental subsidy is indicated, proceed to Part 2.

PART 2-

For the following programs indicate the date discussed with the client, the date an application was made, and the result of the application.

PROGRAM	DATE ADVISED	DATE OF APPLICATION	RESULT
Shelter Plus Care			
Section 8			
BRAP			
Maine Housing			

I, the undersigned acknowledge that housing opportunities were discussed with me, and that I (please circle) DID / DID NOT apply for appropriate rental subsidies.

Name: _____ Date: _____

Signature: _____

Name of person administering questions: _____

Date _____

Signature: _____

Diagnosis Sheet

Outside Source

Client Name:
Date of Birth:

Diagnosis	ICD 10 Code
Primary	
Secondary	
Tertiary	

Date Diagnosed/Reviewed on:		
Records attesting to diagnosis are in the client's chart:	☐ Yes	☐ No

Diagnosing Entity (hospital/office):
Provider/Case Manager Signature:
Printed Name & Credentials:

Fax to Wabanaki Case Management at: (207) 902-907-2048

Cornerstone Behavioral Healthcare Wabanaki, Division of Cornerstone #11

AC-OK Screen for Co-Occurring Disorders – Adolescent (10-21)

(Mental Health, Trauma Related Mental Health Issues & Substance Abuse)

Client Name (print):	**Client#**

DOB:	**Date of Service:**

During the past year, have you:

1. Felt really sad, lonely, hopeless, stopped enjoying things, wanted to eat more or less, had problems sleeping, or doing what you need to at home or at school?	☐yes ☐no
2. Heard voices or seen things that others don't hear or see?	☐yes ☐no
3. Burned or cut yourself?	☐yes ☐no
4. Been prescribed medication for your feelings?	☐yes ☐no
5. Tried to kill yourself?	☐yes ☐no
6. Had thoughts about hurting yourself or wanting to die?	☐yes ☐no
	Number of 'yes' 1-6:
7. Been in trouble with the law, school, parents, or lost friends because of your drinking alcohol or using other drugs, and continued to use?	☐yes ☐no
8. Drunk alcohol or used other drugs to change the way you feel?	☐yes ☐no
9. Drunk alcohol or used other drugs more than you meant to?	☐yes ☐no
10. Changed your friends or planned your free time to include drinking alcohol or using other drugs?	☐yes ☐no
11. Needed to drink more alcohol or use more drugs to get the same buzz or high as when you first started using?	☐yes ☐no
12. Tried to stop drinking alcohol or using other drugs, but couldn't?	☐yes ☐no
	Number of 'yes' 7-12:
13. Have you experienced a very bad thing happen (a traumatic event) where you continue to feel scared, worried, nervous, or even had nightmares that bothered you after it was all over?	☐yes ☐no
14. Have you ever been afraid of your parent, caretaker, or a family member?	☐yes ☐no
15. Have you ever been hit, slapped, kicked, touched in a bad way, cursed at, yelled at or threatened by someone?	☐yes ☐no
	Number of 'yes' 13-15:

Client Signature:

Provider Signature:

Provider Printed Name & Credentials:

Must be completed at intake and renewed yearly.

Cornerstone Behavioral Healthcare Wabanaki, Division of Cornerstone

Case Management ISP Signature Page

Client#

Client Name:
Date of Plan:
Type of Plan: ☐Initial ☐Review ☐Other ☐Annual
Is this Review late? ☐Yes ☐No (If yes, answer the following) • Did the ISP remain in effect? ☐Yes ☐No • Provide the reason for the review being late: ☐Client cancellations/no shows ☐Client did not return for services ☐Infrequency of client visits ☐Other (please explain): ☐Provider error (please explain):
Address/ Phone Change: ☐Yes ☐No (If yes, update):
List those involved in ISP development: ☐Client ☐Parent/Guardian ☐Case Manager ☐Provider ☐Natural Support/Other: • If no natural supports were involved, please explain:
Is client AMHI Class Member? ☐Yes ☐No (If yes, answer the following) • Does client have an Advance Psychiatric Directive? ☐Yes ☐No • If yes, was it reviewed? ☐Yes ☐No
Was the Crisis Plan reviewed? ☐Yes ☐No (If no, answer the following) • If Crisis Plan was not reviewed, why not?
Domains (The following goal areas should be considered in the context of the individual's recovery. Please check each domain that is an active need to be addressed on this treatment plan, indicate a status and designate a responsible team member)

STATUS KEY: *GE (Goal Established); AN (Assessed, No Need at this time); AO (Assessment On-going); CC (Client Chooses not to address at this time); GA (Goal Achieved); C (Continuing); D (Dissolved): UN (Unmet Need)*

Domain	Status
☐ Housing	
☐ Financial	
☐ Education	
☐ Social & Recreation ☐Family ☐Cultural/Gender ☐Recreational/Social	
☐ Peer Support	
☐ Transportation	
☐ Health Care ☐Dental ☐Eye Care	

Case Management ISP Signature Page

Client#

☐Hearing Health ☐Medical	
☐ Vocation	
☐ Legal	
☐ Living Skills	
☐ Substance Use	
☐ Mental Health ☐Trauma ☐Emotional, Psychological ☐Psychiatric/Medications ☐Crisis	
☐ Spiritual/Cultural	
☐ Outreach	
☐ Other (please specify):	

For all unmet needs listed above, please document the reason and indicate a plan to address these:

Additional Comments:

Risk and Benefits Statement

I have developed my ISP and Safety Plan with my provider. We have reviewed the risks and benefits associated with these plans. I have been offered a copy of these plans and agree to work towards these goals.

☐Yes ☐No (If no, please explain):

SIGNATURES

Client Signature	**Date**
Parent/Guardian Signature	**Date**
Provider Signature/Credentials	**Date**
Supervisor Signature (if applicable)	**Date**

Cornerstone Behavioral Healthcare Wabanaki, Division of Cornerstone

Crisis/Safety Plan

Client #:

Client Name:	
Date:	
Emergency Contact Name / Relationship *(update in Pimsy)*	**Telephone Number**

Describe what triggers a crisis for you:

Describe what a crisis feels like for you:

What is helpful (identify the strategies and techniques that may be utilized to stabilize the situation):

Who is helpful

Name	Relationship	Contact Number

Who/What is not helpful

Have you ever called a Crisis Program? ☐yes ☐no
Have you ever been in a crisis unit? ☐yes ☐No
Would you be interested in meeting with a crisis worker in your area to develop crisis plan? ☐yes ☐no
Do you have a crisis plan on file at your local crisis provider? ☐yes ☐no
Do you have a mental health advanced directive? (If so, please attach) ☐yes ☐no

STATEWIDE CRISIS: 1-888-568-1112 **LOCAL POLICE: 911** **LOCAL FIRE: 911**
STATE POLICE: 1-800-482-0730 **SUICIDE & CRISIS LIFELINE: 988** **WABANAKI CARELINE: 1-844-844-2622**
POISON CONTROL: 1-800-442-6350 **OTHER:**

Client Signature:	Date:
Parent/Guardian Signature:	Date:
Provider Signature:	Date:
Provider Printed Name and Credentials:	

Cornerstone Behavioral Healthcare
157 Park St. Suite 5
Bangor, Maine 04401
Phone: (207) 992-0410 Fax: (207) 992-0414

Wabanaki, Division of Cornerstone
P.O. Box 1356
Bangor Maine 04402
Phone: (207) 992-0411 Fax: (207) 907-2048

PCP Cover Letter

(To be submitted at the first date of service)

Dear: _____ ,
(Primary Care Provider)

Client, _____ , is currently being
(Client Name)

seen in either our Bangor or Waterville office by, _____,
(Case Manager's Name)

for either Counseling services, Case Management services or Medication Management services.

In an effort to provide integrated services for our client we are requesting current medical

records for coordination of treatment.

If we can be of assistance, please feel free to contact us at:_____
(Branch Phone Number)

Attached is a signed release from this client to you.

Sincerely,

Case Management Division
Cornerstone Behavioral Healthcare

Child's Name:	Middle:	Last Name:	Date of Birth (MM/DD/YYYY
Mainecare Number	□ TCM Provider	□ BHH Provider	□ HCT Provider
Start Date:	□ Entry into Service	□ Re Assessment	□ Discharge

Child STRENGTHS (Ages 0-21)

0=Centerpiece Strength 2=identified Strength
1=Useful Strength 3=Not yet identified as a strength

#	Item	0	1	2	3
1	Family Strengths				
2	Interpersonal Skills				
3	Optimism				
4	Educational Setting				
5	Vocational				
6	Talents & Interests				
7	Spiritual/Religious				
8	Community Involvement				
9	Natural Supports				
10	Relationship Permanence				
11	Child/Youth Involvement w/care				
12	Coping & Survival Skills				
13	Resiliency				

Child LIFE FUNCTIONING (Ages 0-21)

0=No Evidence 1= Minimal Needs 2=Moderate Needs 3=Severe Needs

#	Item		0	1	2	3
14	Family Functioning					
15	Living Situation					
16	**SCHOOL/DAYCARE *** → If Score '0' NA ↓		0			
17	School Behavior	NA				
18	School Achievement	NA				
19	School Attendance	NA				
20	Relationships with Teacher/Caregiver	NA				
21	Social Functioning					
22	Recreation / Play, for Young Children					
23	Communication					
24	Physical Health					
25	Sleep					
26	Elimination					
27	Personal Hygiene/Self Care					
28	Gender Identity					
29	**SEXUAL DEVELOPMENT *** → If Score '0' NA ↓					
30	Hyper-Sexuality	NA				
31	Masturbation	NA				
32	Sexually Problematic Behaviors	NA				
33	Knowledge of Sex	NA				
34	Choice of Relations	NA				
35	Pregnancy and Child Bearing	NA				
36	Judgment/Decision Marking					
37	Legal					
38	Independent Living Skills					
39	Job Functioning					
40	**DEV/INT DISABILITY *** → if Score '0' NA ↓					
41	Autism Spectrum Disorder	NA				
42	Cognitive(Intellectual Functioning)	NA				
43	Agitation	NA				
44	Self-Stimulation	NA				
45	Motor	NA				
46	Developmental Delay	NA				
47	Sensory Reactivity	NA				
48	Atypical Behaviors	NA				
49	Failure to Thrive	NA				
50	Eating	NA				
51	Mobility	NA				
52	Positioning	NA				
53	Elimination	NA				

Page Break – EIS Dimension

Child RISK BEHAVIORS (Ages 6-21)

0=No Evidence 2=Recent behavior/causing problems
1=History or sub threshold watch/prevent 3=Acute/ causing severe problems

#	Item	NA	0	1	2	3
54	Self-Injurious Behavior	0-5yrs				
55	Suicide Risk	0-5yrs				
56	Reckless Behavior(Other self-harm)	0-5yrs				
57	**DANGER TO OTHERS *** *If Score '0' or <6 yrs. NA*	0-5yrs				
58	History of Perpetrating Violence	0-5yrs				
59	Frustration Management	0-5yrs				
60	Hostility	0-5yrs				
61	Paranoid Thinking	0-5yrs				
62	Secondary Gains from Anger	0-5yrs				
63	Violent Thinking	0-5yrs				
64	Aware of Violence Potential	0-5yrs				
65	Response to Consequences	0-5yrs				
66	Commitment to Self-Control	0-5yrs				
67	Engagement in Treatment	0-5yrs				
68	**SEXUAL AGGRESSION *** *If Score '0' or <6 yrs NA*	0-5yrs				
69	Relationship	0-5yrs				
70	Physical Force/Threat	0-5yrs				
71	Planning	0-5yrs				
72	Age Differential	0-5yrs				
73	Power Differential	0-5yrs				
74	Type of Sex Act	0-5yrs				
75	Response to Accusation	0-5yrs				
76	Temporal Consistency	0-5yrs				
77	History of SAB towards Others	0-5yrs				
78	Severity of Sexual Abuse as Victim	0-5yrs				
79	Success of Prior Treatment	0-5yrs				
80	Runaway	0-5yrs				
81	**DELINQUENT BEHAVIOR *** *If Score '0' or < 6 yrs. NA*	0-5yrs				
82	Seriousness	0-5yrs				
83	History	0-5yrs				
84	Arrests	0-5yrs				
85	Planning	0-5yrs				
86	Community Safety	0-5yrs				
87	Legal Compliance	0-5yrs				
88	Peer Influences	0-5yrs				
89	Parental Influences	0-5yrs				
90	Environmental Influences	0-5yrs				
91	**FIRE SETTING *** *If Score '0' or <6 yrs. NA*	0-5yrs				
92	History	0-5yrs				
93	Seriousness	0-5yrs				
94	Planning	0-5yrs				
95	Use of Accelerants	0-5yrs				
96	Intention to Harm	0-5yrs				
97	Community Safety	0-5yrs				
98	Response to Accusation	0-5yrs				
99	Remorse	0-5yrs				
100	Likelihood of Future Fires	0-5yrs				
101	Intentional Misbehaviors	0-5yrs				
102	Bullying Others	0-5yrs				
103	Medication Compliance	0-5yrs				

Child BEHAVIORAL EMOTIONAL NEEDS (Ages 6-21)

0=No Evidence 1=watch/prevent 2=causing problem 3=causing severe problems

#	Item	NA	0	1	2	3
104	Psychosis/Thought Disturbances	0-5yrs				
105	Depression	0-5yrs				
106	Anxiety	0-5yrs				
107	Mania	0-5yrs				
108	Impulsivity/Hyperactivity	0-5yrs				
109	Attention/Concentration	0-5yrs				
110	Oppositional Behavior	0-5yrs				
111	Conduct	0-5yrs				
112	Anger Control	0-5yrs				
113	**SUBSTANCE USE*** *If Score '0' or <6 yrs. NA*	0-5yrs				
114	Severity of Use	0-5yrs				
115	Duration of Use	0-5yrs				
116	Stage of Recovery	0-5yrs				
117	Peer Influences	0-5yrs				
118	Parental/Caregiver Influences	0-5yrs				
119	Environmental Influences	0-5yrs				
120	Eating Disturbances	0-5yrs				
121	Attachment Difficulties	0-5yrs				

Page Break- EIS Dimension

Caregiver RESOURCES AND STRENGTHS (Ages 0-21)

0=No Evidence 1=Minimal Needs 2= Moderate Needs 3=Severe Needs

#	Item		0	1	2	3
122	Supervision					
123	Involvement with Care					
124	Knowledge of Child's Needs					
125	Organizational Skills					
126	Social Resources					
127	Residential Stability					
128	Physical Health					
129	Mental Health					
130	Substance Use					
131	Post Traumatic Reactions					
132	Developmental					
133	Access to Child Care					
134	Military Transitions					
135	**FAMILY STRESS*** → if Score '0' NA ↓					
136	Hygiene & Self-Care/Daily Living Skills	NA				
137	Cultural Stress	NA				
138	Employment	NA				
139	Education Attainment	NA				
140	Legal	NA				
141	Motivation for Care	NA				
142	Financial Resources	NA				
143	Transportation	NA				
144	Safety					

MEDICAL (Ages 0-21)

0=No Evidence 1=Minimal Needs 2= Moderate Needs 3=Severe Needs

#	Item		0	1	2	3
145	**MEDICAL HEALTH *** → if Score '0' NA ↓					
146	Life Threatening	NA				
147	Chronicity	NA				
148	Diagnostic Complexity	NA				
149	Emotional Response	NA				
150	Impairment in Functioning	NA				
151	Intensity of Treatment	NA				
152	Organizational Complexity	NA				
153	Family Stress	NA				

INFANT AND CHILDREN (Ages 0-5)

0=No Evidence 1=watch/prevent 2=causing problem 3=causing severe problems

#	Item	NA	0	1	2	3
154	Self-Harm	6-21yrs				
155	Aggressive Behaviors	6-21yrs				
156	Intentional Misbehaviors	6-21yrs				
157	Sexually Reactive Behaviors	6-21yrs				
158	Bullying Others	6-21yrs				
159	Fire Setting	6-21yrs				
160	Flight Risk	6-21yrs				

Child RISK FACTORS (Ages 0-5)

0=No Evidence 1=watch/prevent 2=causing problem 3=causing severe problems

#	Item	NA	0	1	2	3
161	Birth Weight	6-21yrs				
162	Prenatal Care	6-21yrs				
163	Labor and Delivery	6-21yrs				
164	Substance Exposure	6-21yrs				
165	Parent or Sibling Problems	6-21yrs				
166	Paternal Availability	6-21yrs				

Child FUNCTIONING/DEVELOPMENT (Ages 0-5)

0=No Evidence 1=watch/prevent 2=causing problem 3=causing severe problems

#	Item	NA	0	1	2	3
167	Motor	6-21yrs				
168	Eating	6-21yrs				
169	Sensory Reactivity	6-21yrs				

Child BEHAVIORAL EMOTIONAL NEEDS (Ages 0-5)

0=No Evidence 1=watch/prevent 2=causing problem 3=causing severe problems

#	Item	NA	0	1	2	3
170	Attachment Difficulties	6-21yrs				
171	Emotional Control(Temperament)	6-21yrs				
172	Failure to Thrive	6-21yrs				
173	Depression	6-21yrs				
174	Anxiety	6-21yrs				
175	Atypical Behaviors	6-21yrs				
176	Impulsivity/Hyperactivity	6-21yrs				
177	Oppositional Behavior	6-21yrs				
178	Eating Disturbances	6-21yrs				

Child STRENGTHS (Ages 0-5)

0= Centerpiece Strength 1- Useful 2= Identified 3= Not yet identified

#	Item	NA	0	1	2	3
179	Persistence	6-21yrs				
180	Curiosity	6-21yrs				
181	Adaptability	6-21yrs				
182	Interpersonal/Social Behavior	6-21yrs				

ADVERSE CHILDHOOD EXPERIENCES (ACES) (Ages 0-21)

#	Item	No	Yes
183	Sexual Abuse		
184	Physical Abuse		
185	Emotional Abuse/Neglect		
186	Physical Neglect		
187	Domestic Violence		
188	Parental Incarceration		
189	Household Substance Exposure		
190	Family History of Mental Illness		
191	Disruption of Caregiving		

TRAUMATIC STRESS SYMPTONS (Ages 0-21)

0=No Evidence 1= Minimal Needs 2= Moderate Needs 3= Severe Needs

#	Item	0	1	2	3
192	Adjustment to Trauma				
193	Traumatic Grief/Separation				
194	Re-Experiencing				

Authorization to Release Information

A

We are committed to the privacy of your information.
Please read this form carefully.

Which DHHS office(s) should help you? Please check**.**

❒Office of MaineCare Services	❒ Substance Abuse and Mental Health Services
❒Office for Family Independence and Medical Review Team	❒ Office of Child and Family Services
❒ Maine Center for Disease Control and Prevention	❒ Office of Aging and Disability Services
❒ Dorothea Dix Psychiatric Center	❒ Office of Administrative Hearings
❒ Riverview Psychiatric Center	❒ Other:

Whose information is being released? Please print clearly.

Individual's Name		Date of Birth	Social Security #
Home Address	Town/City	State	Zip Code
Telephone ( ) -	Email address @		

What information should DHHS release? Please check all that apply.

General permission:

❒**All** health information from the DHHS office(s) checked above
❒Claims or encounter data (information about visits to health care providers)
❒Billing, payment, income, banking, tax, asset, or data needed to see if you qualify for DHHS program benefits
❒Limit to the following date(s) or type(s) of information: (for example "Lab test dated June 2, 2017" or "Claims from 2015-2017")
_____
❒Other:_____

Special permission: D**rug/Alcohol Referral or Services**

❒Include **all** drug/alcohol information in the release
❒Include only the **specific** drug/alcohol records checked:

❒Diagnosis and treatment
❒Clinical notes and discharge summaries
❒ Drug/Alcohol history or summary
❒Payment or claims information
❒Living situation and social supports
❒Medication, dosages or supplies
❒Lab results
❒Other: _____

Special permission: Mental/Behavioral Health Services

❒Include this information in the release

❒I want to review my mental health/behavioral health record before release. I understand that the review will be supervised.

Please note: Maine law allows us to share this information with other health care providers and health plans to coordinate your care (to help take care of you) so long as we make a reasonable effort to notify you of the release.

Special permission: HIV/AIDS Status/Test Results

❒Include this information in the release

Please note: Maine law requires us to tell you of possible effects of releasing HIV/AIDS information. For example, you may receive more complete care if you release this information, but you could experience discrimination if your data is misused. **DHHS** will protect your HIV data, and all your information, as the law requires.

Are you asking DHHS to send your information by EMAIL? ❒ Yes.

Although DHHS has privacy and security protections for my information, I understand that email and the internet have risks that DHHS cannot control. It is possible that my emailed information could be read by a third party. I ACCEPT THOSE RISKS and still ask DHHS to send my information by email**. INITIAL HERE _____**

Where should DHHS send your information by email? Please print the email address clearly:

What is the purpose of the release? Please check or write a response.

A

❒**To coordinate or manage my care** ❒ **For a legal matter, including to provide testimony**
❒ **A personal request** ❒**To see if I qualify for benefits or insurance** ❒ **Other** _____

Please check and print clearly below: ❒Send my information to ❒Get my information from:

Name Wabanaki Case Management Division of Cornerstone Behavioral Healthcare	Name Wabanaki Case Management Division of Cornerstone Behavioral Healthcare
Address PO Box 1356	Address PO Box 1356
City, State, Zip Code Bangor ME 04402-1356	City, State, Zip Code Bangor ME 04402-1356
Phone (207)992-0411 Fax No.	Phone (207)992-0411 Fax No.

I understand and agree that:

- "Information" may be in written, spoken and/or electronic format.
- This form will expire **one year** from the date below unless I revoke (take back) my permission sooner.
- To take back my permission, I will fill out the Revocation Form found at http://www.maine.gov/dhhs/privacy/index.shtml and send it to the office where I receive services. It will not apply to the information that DHHS already released with my permission.
- If I take back my permission or refuse to release some or all of my information, my choice could lead to an improper diagnosis or treatment, or denial of insurance coverage.
- I permit the people and/or offices listed on this form to speak to each other for the purpose(s) on this form.
- Health information from other providers (such as doctors, hospitals, and counselors) in my DHHS file is included in this release.
- Unless I am applying for benefits, DHHS will not base my treatment, payment for services, or benefits on whether I sign this form.
- DHHS offices will keep my information confidential as required by law. If I choose to share my information with others who are not required by law to keep it private, it may no longer be protected by federal confidentiality laws.
- If alcohol or drug treatment or program (substance use disorder) records are included in this release, DHHS will include a notice saying that such information may not be re-released or shared without my written permission.

I am signing this form voluntarily. I have the right to a signed copy of this form if I request one.

Date: _____Signature_____

Personal Representative's authority to sign: _____

Appointment of an Authorized Representative

You have the right to appoint an authorized representative to act on your behalf with the Department. If you want to name a person or organization as your authorized representative, use this form.

We are committed to the privacy of your health information. Please read this form carefully.

Individual's Name:_____

Individual's Date of Birth:_____

Individual's Social Security Number:_____

Individual's Address:_____

I (individual named above) hereby appoint the following individual/organization to act as Authorized Representative for me.

Authorized Representative's Name:_____

Address: P.O. Box 1356 Bangor, Maine 04402

Telephone number:_____

Email address:_____

Existing legal authority (if any) for individual/organization to act on my behalf (check all that apply and attach copy of documentation):

_____*Guardianship*

_____*Power of Attorney*

_____*Advance Healthcare Directive*

_____*Other:*_____

By making this appointment, I want my Authorized Representative to (check all that apply):

_____Sign and submit an application on my behalf (including an elctronic application)

_____Sign and submit a recertification form on my behalf (including an electronic recertification)

_____Receive copies of Notices of Decision and all other written communications from the Department; I'm aware I may also need to complete an Authorization to Release Information form

_____Obtain Food Supplement benefits on behalf of my household

_____Act on my behalf in all other matters with the Department of Health and Human Services; I'm aware I may also need to complete an Authorization to Release Information form

- My authorized representative's authority is limited to the task or tasks I have delegated, above.
- This appointment is valid until:
  - I change this appointment in writing by notifying the Department that this Authorized Representative is no longer authorized to act on my behalf; or
  - My Authorized Representative informs the Department in writing that he/she is no longer acting as my Authorized Representative.
- I understand that taking back this appointment does not apply to any documents signed by or sent to my Authorized Representative before I took back the appointment.
- I understand that if I want my Authorized Representative to receive copies of the Notices of Decision and all other written communications from the Department, the information shared will be for all programs in which I participate that are administered by the Department.
- I understand that an appointment of a representative for the TANF or Food Supplement programs is a representative for both me and my household and that my household will be liable for any overissuance of Food Supplement or TANF benefits that results from erroneous information given by the authorized representative.

I am signing this form voluntarily, and I have the right to a signed copy of this form if I request one.

Signature of the Individual: _____ Date:_____

For the Authorized Representative

I (Individual or Organization Named as Authorized Representative) hereby agree to:

- Fulfill all above-designated responsibilities on behalf of the individual who appointed me as his/her Authorized Representative;
- Maintain the confidentiality of any information regarding the individual who appointed me as his/her Authorized Representative;
- Adhere to the regulations 42 C.F.R. § 431(F) and at 45 CFR § 155.260(f) (relating to confidentiality of information), 42 C.F.R. § 447.10 (relating to the prohibition against reassignment of provider claims as appropriate for a facility or an organization acting on the facility's behalf), as well as all other applicable state and federal laws concerning conflicts of interest and confidentiality of information.

Signature of the Authorized Representative: _____ Date:_____

Patient Identification

Name:

DOB:

Northern Light Health. E.

- ☐ Acadia Healthcare
- ☐ Acadia Hospital
- ☐ A.R. Gould Hospital
- ☐ Beacon Health
- ☐ Blue Hill Hospital
- ☐ C. A. Dean Hospital
- ☐ Eastern Maine Medical Center
- ☐ Home Care & Hospice
- ☐ Inland Hospital
- ☐ Laboratory
- ☐ Lakewood
- ☐ Maine Coast Hospital
- ☐ Mayo Hospital
- ☐ Medical Transport
- ☐ Mercy Hospital
- ☐ Pharmacy
- ☐ Sebasticook Valley Hospital
- ☐ Work Health

AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION

PLEASE FAX FORM TO HIM DEPARTMENT LISTED BELOW

	Phone	Fax		Phone	Fax
Acadia Healthcare	(207) 973-6100	(207) 973-6822	Laboratory	(207) 973-6900	(207) 973-6999
Acadia Hospital	(207) 973-6100	(207) 973-6822	Lakewood	(207) 873-5125	(207) 861-9967
A.R. Gould Hospital	(207) 768-4175	(207) 768-4060	Maine Coast Hospital	(207) 664-5454	(207) 664-5398
Beacon Health	(207) 973-5692	(207) 989-1096	Mayo Hospital	(207) 564-4270	(207) 564-4360
Blue Hill Hospital	(207) 374-3458	(207) 374-3971	Medical Transport	(207) 275-2940	(207) 973-9487
C. A. Dean Hospital	(207) 695-5225	(207) 695-2254	Mercy Hospital	(207) 879-3373	(207) 822-2469
Eastern Maine Medical Center	(207) 973-7873	(207) 973-7867	Pharmacy	(207) 275-3216	(207) 561-4804
Home Care & Hospice	(800) 757-3326	(207) 400-8891	Sebasticook Valley Hospital	(207) 487-4026	(207) 487-3204
Inland Hospital	(207) 861-3150	(207) 861-3158			

NONDISCRIMINATION STATEMENT: Northern Light Health and its affiliates (Northern Light Health) comply with applicable Federal civil rights laws and do not discriminate on the basis of race, color, national origin, ethnicity, age, mental or physical ability or disability, political affiliation, religion, culture, socio-economic status, genetic information, veteran status, sexual orientation, sex, gender, gender identity or expression, or language. Northern Light Health does not exclude people or treat them differently because of race, color, national origin, ethnicity, age, mental or physical ability or disability, political affiliation, religion, culture, socio-economic status, genetic information, veteran status, sexual orientation, sex, gender, gender identity or expression, or language.

Northern Light Health:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - o Qualified sign language interpreters
  - o Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - o Qualified interpreters
  - o Information written in other languages

If you need these services, please call 1-888-986-6341. If you have a TTY, you may also dial 711 Maine Relay.

If you believe that Northern Light Health or any of its affiliates has failed to provide these services or discriminated in another way on the basis of race, color, national origin, ethnicity, age, mental or physical ability or disability, political affiliation, religion, culture, socio-economic status, genetic information, veteran status, sexual orientation, sex, gender, gender identity or expression, or language, you can file a grievance with your Northern Light Health Civil Rights Coordinator, 797 Wilson St., Suite 4, Brewer, ME 04412, 1-866-769-8363 **(telephone),** 1-207-989-1420 **(fax),** or at nondiscrimination@northernlight.org **(email)**. If you need help filing a grievance, your Northern Light Health Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201, 1-800-368-1019, 800-537-7697 (TDD). Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

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French: ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-888-986-6341 (ATS : 711).

Spanish: ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-986-6341 (TTY: 711).

Oromo (Cushite): XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 1-888-986-6341 (TTY: 711).

Chinese: 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-986-6341（TTY：711）。

Vietnamese: CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-888-986-6341 (TTY: 711).

Tagalog (Filipino): PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-888-986-6341 (TTY: 711).

Cambodian (Khmer): ប្រយ័ត្ន៖ បើសិនជាអ្នកនិយាយ ភាសាខ្មែរ, សេវាជំនួយផ្នែកភាសា ដោយមិនគិតឈ្នួល គឺអាចមានសំរាប់បំរើអ្នក។ ចូរ ទូរស័ព្ទ *1-888-986-6341 (TTY: 711)*។

Russian: ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-888-986-6341 (телетайп: 711).

Arabic:

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم (رقم *1-888-986-6341*
هاتف الصم والبكم: *711*.)

German: ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-888-986-6341 (TTY: 711).

Korean: 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-888-986-6341 (TTY: 711)번으로 전화해 주십시오.

Thai: เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-888-986-6341 (*TTY:* 711).

Nilotic (Dinka): ***PIŋ KENE****: Na ye jam në Thuɔŋjaŋ, ke kuɔny yenë kɔc waar thook atɔ̈ kuka lëu yök abac ke cïn wënh cuatë piny. Yuɔpë 1-888-986-6341 (TTY: 711)*

Japanese: 注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-888-986-6341（TTY:711）まで、お電話にてご連絡ください。

Polish: UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-888-986-6341 (TTY: 711).

AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION

I authorize the Northern Light Health entity indicated above to release my health information to:

Name (entity or individual)		Phone	
Street	City	State	Zip
Name (entity or individual)		Phone	
Street	City	State	Zip
Name (entity or individual)		Phone	
Street	City	State	Zip
Name (entity or individual)		Phone	
Street	City	State	Zip

NOTE: All disclosures based on this form are limited to records existing at the time the form is signed, unless you (the patient or personal representative) indicate below that you want us to release records related to specific future tests, procedures, appointments, etc.

Indicate the date(s) of service (such as admission date, visit date(s), date range, etc.) (including instructions on release of future records): _____

_____

Specific information/documents to be released or comments/instructions (e.g., the particular practice or department from which to release the records):

_____

_____

PURPOSE: I release the above information for the purpose or purposes of:

☐ On-going treatment/aftercare

☐ Release is to the requesting individual for personal use

☐ Legal proceeding: Name of attorney: _____

☐ Insurance matter: Name of insurance company: _____

This authorization will expire in 12 months unless I give an earlier expiration date here: _____.

NOTE: for purposes of disclosing information which refers to treatment or diagnosis of HIV infection or AIDS, this authorization will not expire and will remain in effect unless revoked.

Your specific consent is required to disclose any of the following types of information ***(check the boxes only if you want this authorization to include this information)***:

☐ I authorize disclosure of federal drug or alcohol abuse program treatment information contained in my medical records. This information may not be re-disclosed by the recipient without my specific written consent.

☐ I authorize disclosure of information derived from behavioral health services provided by a licensed behavioral health professional. The recipient of this information must be specified by name above.

☐ I want to review my behavioral health information before it is released. I understand this review must be supervised (Northern Light Acadia Healthcare or Northern Light Acadia Hospital patients only).

☐ I authorize the disclosure of information which refers to treatment or diagnosis of HIV infection or AIDS. I understand that individuals about whom such disclosures have been made have encountered discrimination from others in the areas of employment, housing, education, life insurance and social and family relationships. I understand that this authorization will stay in effect unless I later revoke this authorization. I understand that if I authorize the disclosure of this information to my insurance company, information which refers to treatment or diagnosis of HIV infection or AIDS may be disclosed to my current and future insurance companies, health plans, or payors unless I revoke or update this authorization.

I understand that my treatment is not conditioned on signing this authorization. I will not be denied treatment if I do not sign this form. I may review my record before signing. I may refuse to sign this authorization form. Partial or incomplete information will be labeled as such. I understand that, if I refuse to sign this authorization form, it may result in improper diagnosis or treatment, denial of coverage, denial of a claim for benefits, denial of other insurance or other adverse consequences.

I may revoke this authorization at any time except for the information already disclosed. To revoke my authorization, I will submit a written request to the Medical Records Department of the entity indicated above. I understand that, if I revoke this authorization, it may be the basis for denial of health benefits or other insurance coverage.

I understand that, if this information is disclosed to a third party or to me, the information may no longer be protected by state and federal privacy regulations and may be re-disclosed by the person or organization that receives the information.

I understand that I may have a copy of this authorization form. I decline a copy of this authorization unless I ask for one to be given me.

Signed: _____ Date: _____ Time: _____
(Patient*)

Signed: _____ Relationship: _____ Date: _____ Time: _____
(Authorized Representative*)

*A parent /guardian or other authorized representative is generally required to sign for a patient under the age of 18. Patients aged 14 to 17 should sign in addition to their parent/guardian or other authorized representative. If a minor patient consented to his/her own care, the minor patient must sign this authorization form to release records related to that care. Indicate relationship of representative to patient.

St. Joseph Healthcare
St. Joseph Hospital
In the Spirit of Healing
Sponsored by Covenant Health Systems
Founded by the Felician Sisters

Patient Name:_____
Date of Birth:_____
Contact Phone #:_____

Written Authorization to Release Copies of Healthcare Information

I the undersigned, hereby authorize St Joseph Healthcare and its designated employees or agents to release/obtain/discuss medical information from my health record.

Where records are now (release from):		**Where records are going (release to):**	
Name:		**Name:**	Wabanaki Case Management Division of Cornerstone Behavioral Healthcare
Address:		**Address:**	PO Box 1356
City, State, Zip:		**City, State, Zip:**	Bangor ME 04402-1356
Phone:		**Phone:**	(207)992-0411
Fax:		**Fax:**	

The purpose of the release is for:

- ☐ Further care
- ☐ Transfer of care *(physician practices only)*
- ☐ Personal records *(i.e. further care; proactive/home file)*
- ☐ Attorney request *(reasonable fee may be assessed)*
- ☐ Other: _____

Date(s) of service – From:_____ To:_____

Please specify information to be released:

Physician Reports

- ☐ Office Treatment Notes
- ☐ History & Physical
- ☐ Discharge Summary
- ☐ Emergency Department
- ☐ Consultation
- ☐ Operative Report
- ☐ Psychiatric/Psychological Evaluation
- ☐ Psychosocial Evaluation
- ☐ Assessments/Care Plans/Notes

Diagnostic Reports

☐ Laboratory ☐ Radiology Reports ☐ Radiology Images (CD) ☐ Cardiology ☐ Pathology

Homecare & Hospice Reports

☐ Assessments ☐ Plans of Care ☐ Progress Notes/Summaries ☐ Medication Profiles ☐ Physician Orders

Other information to be disclosed (specify):_____
Information that I refuse to disclose (specify):_____

If I have been diagnosed or treated for any of the following, I understand that St. Joseph Healthcare needs my specific consent. I do authorize release of this information and waive the right to review records before they are released unless I have specifically initialed under the "I DO NOT" section in the table below.

I **DO** authorize release of information regarding **DRUG AND/OR ALCOHOL ABUSE**. By federal law, such information may not be re-disclosed by the recipient without specific written consent.	**I DO NOT** _____ (initial here)
I **DO** authorize release of information regarding **MENTAL HEALTH** treatment.	**I DO NOT** _____ (initial here)
I **DO** authorize disclosure of information regarding **HIV INFECTION, ARC OR AIDS**. I understand that individuals about whom such disclosures have been made have encountered discrimination from others in the areas of employment, housing, education, life insurance, health insurance, and social and family relationships.	**I DO NOT** _____ (initial here)
I **DO** waive the right to review records before they are released. I understand that such review must be supervised.	**I DO NOT** _____ (initial here)

Continued on reverse

I understand that my treatment is not conditioned on signing this authorization. I will not be denied treatment if I do not sign this form. I understand that my medical record contains information relating to my diagnosis and treatment and authorize the release of all such information listed above except those items I have crossed out or specified. I further understand that I may review my records and refuse authorization to disclose all or some of the above health care information, but that refusal may result in improper diagnosis or treatment, denial of coverage or claim for health benefits from other insurance(s) or other adverse consequences. Partial or incomplete records will be labeled as such.

If I am a parent or legal guardian requesting access to a minor's information, I further understand that I will not be provided access to records related to certain categories of treatment as required by law (for example, a minor's reproductive health records).

I understand that St. Joseph Healthcare may deny this request under limited circumstances as provided for under federal and state law protecting the privacy of health information. I understand that in such cases, I may designate a representative to review my records on my behalf.

I understand that, if this information is disclosed to a third party, the information may no longer be protected by federal privacy regulations and may be re-disclosed by the person or organization that receives the information.

I understand that St. Joseph Healthcare will provide my medical records in the form or format I request (paper or electronic format). If this is not easily able to be produced, it needs to be produced in a machine readable electronic form or format that is agreed upon by myself and St. Joseph Healthcare.

I understand that St. Joseph Healthcare will notify me of its decision to approve or deny my request to access or obtain a copy of the requested information within thirty (30) days of receiving this request. If St. Joseph Healthcare is unable to comply with my approved request for information within thirty (30) days, it may extend the deadline for up to thirty (30) more days by notifying me in writing.

This authorization must be renewed annually. Subsequent disclosures by Releaser are permitted until expiration. However, I understand that I can revoke this Authorization at any time prior to the above time frame, except for the information already disclosed. To revoke my authorization, I will notify the appropriate Health Information Management Department. Such revocation must be in writing, signed, and dated and shall be effective when received, subject to the rights of any such person who acted in reliance on the Authorization prior to receiving notice of revocation. I understand that revocation may be the basis of denial of health benefits, insurance coverage, benefits, and/or other adverse consequences and that I would be responsible for payment for services received.

I understand that I am entitled to a copy of this authorization form.

Patient Signature	**Date & Time**
Authorized Representative/Relationship	**Date & Time**
Witness	**Date & Time**

HOSPITAL USE ONLY

MR#_____ Processed On:_____ By:_____

H.

Social Security Administration

Consent for Release of Information

Form Approved
OMB No. 0960-0566

You must complete all required fields. We will not honor your request unless all required fields are completed. *(*Signifies a required field. **Please complete these fields in case we need to contact you about the consent form).*

TO: Social Security Administration

***My Full Name**	***My Date of Birth (MM/DD/YYYY)**	***My Social Security Number**

I authorize the Social Security Administration to release information or records about me to:

***NAME OF PERSON OR ORGANIZATION:**
Wabanaki Case Management
Division of Cornerstone Behavioral Healthcare

***ADDRESS OF PERSON OR ORGANIZATION:**
PO Box 1356 Bangor ME 04402-1356
Phone: (207)992-0410 Fax: (207)907-2048

***I want this information released because:** _____
We may charge a fee to release information for non-program purposes.

***Please release the following information selected from the list below:**
Check at least one box. We will not disclose records unless you include date ranges where applicable.

1. ☐ Verification of Social Security Number
2. ☐ Current monthly Social Security benefit amount
3. ☐ Current monthly Supplemental Security Income payment amount
4. ☐ My benefit or payment amounts from date _____ to date _____
5. ☐ My Medicare entitlement from date _____ to date _____
6. ☐ Medical records from my claims folder(s) from date _____ to date _____
   If you want us to release a minor child's medical records, do not use this form. Instead, contact your local Social Security office.
7. ☐ Complete medical records from my claims folder(s)
8. ☐ Other record(s) from my file (We will not honor a request for "any and all records" or "the entire file." You must specify other records; e.g., consultative exams, award/denial notices, benefit applications, appeals, questionnaires, doctor reports, determinations.)

I am the individual, to whom the requested information or record applies, or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare under penalty of perjury (28 CFR § 16.41(d)(2004) that I have examined all the information on this form and it is true and correct to the best of my knowledge. I understand that anyone who knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to $5,000. I also understand that I must pay all applicable fees for requesting information for a non-program-related purpose.

***Signature:** _____ ***Date:** _____

****Address:** _____ ****Daytime Phone:** _____

Relationship (if not the subject of the record): _____ ****Daytime Phone:** _____

Witnesses must sign this form ONLY if the above signature is by mark (X). If signed by mark (X), two witnesses to the signing who know the signee must sign below and provide their full addresses. Please print the signee's name next to the mark (X) on the signature line above.

1.Signature of witness	2.Signature of witness
Address(Number and street,City,State, and Zip Code)	Address(Number and street,City,State, and Zip Code)

Cornerstone Behavioral Healthcare Wabanaki, Division of Cornerstone

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION **I.**

☐ Release for Primary Care Physician Client#: _____

Client Name: _____ DOB: _____

I, _____ ☐ hereby authorize ☐ hereby decline to authorize (Sign at bottom in revoke section)

Client/Guardian

_____ ☐ to receive ☐ to disclose ☐ to receive & disclose

Provider/Staff/Entity Name

Information to be received from or disclosed to:

Name: _____ Company: _____

Address: _____ Email: _____

Phone: _____ Fax: _____

Date Range of information to be received/disclosed: _____

To Receive the following information:
☐ None
☐ Chart Summary
☐ Progress Notes
☐ Assessment/Intake Summary
☐ Treatment Plan/Plan of Care
☐ Laboratory Results
☐ Diagnosis
☐ Billing
☐ Verbal Consent
☐ Only information related to:
☐ Other (specify):

To Disclose the following information:
☐ None
☐ Chart Summary
☐ Progress Notes
☐ Assessment/Intake Summary
☐ Treatment Plan/Plan of Care
☐ Laboratory Results
☐ Diagnosis
☐ Billing
☐ Verbal Consent
☐ Only information related to:
☐ Other (specify):

Expiration Date of Release (if earlier than one (1) year): _____

The purpose of this release is: ☐ Coordination of Service ☐ Obtain Records ☐ Clinical Consultation ☐ Other (Specify):

To release sensitive information, check the applicable box(es) below:
☐ Alcohol/Drug Use Treatment/Referral ☐ HIV/AIDS-related Treatment
☐ Sexually Transmitted Diseases ☐ Mental Health Diagnosis & Treatment
☐ Psychotherapy Notes ONLY (by checking this box, I am waiving any psychotherapist-patient privilege)

Client#: _____

I request the provider to send/receive records by: ☐ fax ☐ mail ☐ email

☐ Other: _____

I acknowledge that I have been offered a copy of this authorization: ☐ Yes ☐ No

I waive my right to review this information prior to disclosure: ☐ Yes ☐ No
(If I **do not** waive my rights, I would like to review the information prior to disclosure)

*If I have been diagnosed or treated for any of the aforementioned, I understand that Cornerstone Behavioral Healthcare (CBH) needs my specific consent to disclose related information. In no event may any such information, if applicable, be disclosed without my specific consent. I authorize the above-mentioned provider to make subsequent disclosures to the same recipient pursuant to this authorization. **This consent expires in one (1) year, unless earlier revoked.**
I understand that the above information may be covered by the rules of the Maine Department of Health and Human Services (the "Rights of Recipients of Mental Health Services" or the "Right of Recipients of Mental Health Services Who Are Children in Need of Treatment"). **Records covered by federal rules governing confidentiality of alcohol and drug abuse treatment programs (FDA 42 CFR 2.31), Records covered by state rules governing mental health services or Records concerning my, or my child's, diagnosis or treatment for HIV or AIDS) require my specific authorization to be disclosed.** I understand that I may refuse to release some or all of the information in the providers records, but that such refusal may result in improper diagnosis or treatment, denial of coverage or denial of a claim for health benefits or insurance, or other adverse consequences. The provider will not deny treatment on signing this authorization, unless the health care is solely for purpose of creating the information listed above for the person listed above. I understand that I may cross out any words on this form with which I disagree, and that I may revoke this authorization at any time. I understand the matters discussed on this form. I release the Provider, its employees, officers, medical staff, and business associates from any legal responsibility, or liability for the disclosures of the above information to the extent indicated and authorized herein. I understand that information released by CBH might be further released by the receiving party noted in "Information to be received from or disclosed to", and that if this occurs, CBH cannot guarantee the protection of this information once disclosed.

Signatures to RELEASE:

Client Signature: _____ Date: _____

Authorized Rep: _____ Date: _____
☐Parent ☐ Guardian

Witness Signature: _____ Date: _____

Signatures to REVOKE the receiving or disclosing of information:

Client Signature: _____ Date: _____

Authorized Rep: _____ Date: _____
☐Parent ☐ Guardian

Witness Signature: _____ Date: _____

M

AMHC AUTHORIZATION FOR RELEASING/OBTAINING INFORMATION

I agree to allow AMHC to: RELEASE TO: ☐ OBTAIN FROM: ☐ (CHECK THE APPROPRIATE BOX(es)

(Full name of person or organization authorized to receive/release information)

Address Phone (if available)

Relationship to Client

The specific information / material to be released is:

- ☐ Assessment & Evaluation Information
- ☐ Psycho-Social History
- ☐ Treatment Plan/Reviews
- ☐ Psychological Reports
- ☐ Psychiatric Evaluation
- ☐ Discharge Planning
- ☐ Crisis Plan
- ☐ Substance Abuse Information
- ☐ Medical History/Physical
- ☐ Medication Reports
- ☐ Progress Notes
- ☐ Vocational Information
- ☐ Academic Records
- ☐ Financial Information
- ☐ Disability Determination Report
- ☐ Other:

The information is to be used to:

- ☐ Verification of Services
- ☐ Service Coordination
- ☐ Legal Matters
- ☐ Discharge/Aftercare Planning
- ☐ Treatment/Service Planning
- ☐ Follow-up
- ☐ Laboratory/X-Ray Results
- ☐ Other:

This authorization for releasing/obtaining the above information is to be in effect through _____ unless otherwise revoked.
(not to exceed 6 months for children and 12 months for adults)

I understand that my health care provider(s) need my specific consent to disclose information related to any of the following. Such information may not be redisclosed by the recipient without my specific written consent.

1. **Substance Abuse Treatment:** I (☐ DO / ☐ DO NOT) authorize disclosure of information which refers to treatment or diagnosis of drug or alcohol abuse.
2. **Mental Health Records:**
   - ☆ I (☐ DO / ☐ DO NOT) authorize disclosure of information which refers to treatment or diagnosis of mental health.
   - ☆ I (☐ DO / ☐ DO NOT) want to review such information before it is released. I understand that such reviews must be supervised.
3. **HIV Records:** I (☐ DO / ☐ DO NOT) authorize disclosure of information which refers to HIV test results, infection status, or treatment information.

☆ I understand that I have the right to:

- Obtain a copy of this authorization, and to review and copy any information prior to it being released.
- Review my records and refuse authorization to disclose all or some of the information.
- Revoke this authorization by written notice to the health care provider at any time, except where the health care provider has already acted upon the authorization. (See exception to this Right in the Notice of Privacy Practices in the Client Handbook given to you at intake).

☆ I understand that such refusal or revocation may result in improper diagnosis or treatment, denial of coverage or benefits or other insurance or other adverse consequences.

☆ I further understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient. In the event the information is further disclosed by the receiving party, it may not be protected under federal privacy regulations.

X _____ _____
Client Signature Date

_____ _____ _____
Signature of Authorized Person Basis for Authorization (Relationship to Client) Date

I hereby revoke this Authorization for the releasing/obtaining of information.

_____ _____
Client Signature Date

_____ _____ _____
Signature of Authorized Person Basis for Authorization (Relationship to Client) Date

CLIENT NAME: _____ **DATE OF BIRTH:** _____ **CLIENT #:** _____

Q.

CALAIS COMMUNITY HOSPITAL
24 Hospital Lane
Calais, ME 04619

Medical Record #: _____

AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION

Calais Community Hospital or _____ is hereby authorized
Name of Other Entity

to disclose my health information with: _____

Name of person/entity information is to be released to

_____

Address (Street, City, Zip) and Telephone Number (if known)

Patient's Name: _____ Date of Birth: _____ SSN: _____

I authorize the following information for the dates of _____ to be released:

___ Discharge Summary ___ Operative Report ___ History/Physical Exam ___ Pathology Report

___ Radiology Report ___ Radiology Films ___ Laboratory Report ___ Billing Information

Other: _____

This information is being release for the following purpose(s): ___ Continued medical care; ___ Marketing endeavors by the hospital (if marketing involves direct or indirect remuneration to the hospital from a third party); ___ Legal Purposes; ___ Personal Use; __ Other reason:_____

- ✓ I may revoke all or part of this authorization at any time by notifying the Health Information Management Department in writing, subject to the rights of anyone who received or disclosed information prior to receiving my revocation. The revocation must be signed and dated.
- ✓ I may refuse to disclosure some of my health information.
- ✓ I understand the refusal or revocation to release some or all information may result in improper diagnosis or treatment, denial of insurance coverage or a claim for health benefits, or other adverse consequences.
- ✓ I understand that any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal or state confidentiality rules. (42 CFR Part 2 prohibits unauthorized disclosure of substance use disorder records).
- ✓ I am entitled to a copy of this authorization and may inspect or copy the information to be disclosed.
- ✓ If I have any questions about this disclosure, I can contact the Health Information Department.
- ✓ I understand that I may be required to pay a reasonable fee for copying and retrieving these records.

I must specifically consent to release the following information. **CIRCLE** the appropriate word(s):

1. I **DO DO NOT** authorize disclosure of **substance use disorder records.**
2. I **DO DO NOT** authorize disclosure of **mental health information created by a mental health professional.**
3. I **DO DO NOT** wish to review such information prior to its release. This review must be supervised.
4. I **DO DO NOT** authorize disclosure of information regarding HIV infection status or any HIV test.

This authorization expires 90 days from the date signed.

_____ _____ _____
Witness Patient or Legal Representative (Identify Relationship) Date

Photo ID reviewed: _____ Copy provided to Requestor: _____

New: 10/02; Rev. RMO: 12/02, 07/07, 6/12, 3/13,12/14; 2/18 ami

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Indian Health Service

FORM APPROVED: OMB NO. 0917-0030
Expiration Date: 09-30-2023
See OMB Statement on Reverse.

AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION T

COMPLETE ALL SECTIONS, DATE, AND SIGN

I. I, _____, hereby voluntarily authorize the disclosure of information from my health record. *(Name of Patient)*

II. The information is to be disclosed by:	**And is to be provided to:**
NAME OF FACILITY Passamaquoddy Health/Indian Township Health	NAME OF PERSON/ORGANIZATION/FACILITY
ADDRESS	ADDRESS
CITY/STATE	CITY/STATE

III. The purpose or need for this disclosure is:

☐ Further Medical Care ☐ Attorney ☐ School ☐ Research ☐ Other *(Specify)* _____
☐ Personal Use ☐ Insurance ☐ Disability ☐ Health Information Exchange (IHS/Other _____)

IV. The information to be disclosed from my health record: *(check appropriate box(es))*

☐ Only information related to *(specify)* _____

☐ Only the period of events from _____ to _____

☐ Other *(specify) (CHS, Billing, etc.)* _____

☐ Entire Record

If you would like any of the following sensitive information disclosed, check the applicable box(es) below:

☐ Alcohol/Drug Abuse Treatment/Referral ☐ HIV/AIDS-related Treatment
☐ Sexually Transmitted Diseases ☐ Mental Health *(Other than Psychotherapy Notes)*
☐ Psychotherapy Notes ONLY (by checking this box, I am waiving any psychotherapist-patient privilege)

V. I understand that I may revoke this authorization in writing submitted at any time to the Health Information Management Department, except to the extent that action has been taken in reliance on this authorization. If this authorization was obtained as a condition of obtaining insurance coverage or a policy of insurance, other law may provide the insurer with the right to contest a claim under the policy. If this authorization has not been revoked, it will terminate one year from the date of my signature unless a different expiration date or *expiration event* is stated. For Health Information Exchange authorizations, it is recommended to expire in at least five years.

_____
(Specify new date)

I understand that IHS will not condition treatment or eligibility for care on my providing this authorization except if such care is: (1) research related or (2) provided solely for the purpose of creating Protected Health Information for disclosure to a third party.

I understand that information disclosed by this authorization, except for Alcohol and Drug Abuse as defined in 42 CFR Part 2, may be subject to redisclosure by the recipient and may no longer be protected by the Health Insurance Portability and Accountability Act Privacy Rule [45 CFR Part 164], and the Privacy Act of 1974 [5 USC 552a].

SIGNATURE OF PATIENT OR PERSONAL REPRESENTATIVE *(State relationship to patient)*	DATE
SIGNATURE OF WITNESS *(If signature of patient is a thumbprint or mark)*	DATE

This information is to be released for the purpose stated above and may not be used by the recipient for any other purpose. Any person who knowingly and willfully requests or obtains any record concerning an individual from a Federal agency under false pretenses shall be guilty of a misdemeanor (5 USC 552a(i)(3)).

PATIENT IDENTIFICATION

NAME *(Last, First, MI)*	RECORD NUMBER
ADDRESS	
CITY/STATE	DATE OF BIRTH

PSC Publishing Services (301) 443-6740 IF

FRONT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Indian Health Service

FORM APPROVED: OMB NO. 0917-0030
Expiration Date: 09-30-2023
See OMB Statement on Reverse.

AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION

U

COMPLETE ALL SECTIONS, DATE, AND SIGN

I. I, _____, hereby voluntarily authorize the disclosure of information from my health record. *(Name of Patient)*

II. The information is to be disclosed by:	**And is to be provided to:**
NAME OF FACILITY Pleasant Point Health	NAME OF PERSON/ORGANIZATION/FACILITY
ADDRESS	ADDRESS
CITY/STATE	CITY/STATE

III. The purpose or need for this disclosure is:

☐ Further Medical Care ☐ Attorney ☐ School ☐ Research ☐ Other *(Specify)* _____
☐ Personal Use ☐ Insurance ☐ Disability ☐ Health Information Exchange (IHS/Other _____)

IV. The information to be disclosed from my health record: *(check appropriate box(es))*

☐ Only information related to *(specify)* _____

☐ Only the period of events from _____ to _____

☐ Other *(specify) (CHS, Billing, etc.)* _____

☐ Entire Record

If you would like any of the following sensitive information disclosed, check the applicable box(es) below:

☐ Alcohol/Drug Abuse Treatment/Referral ☐ HIV/AIDS-related Treatment
☐ Sexually Transmitted Diseases ☐ Mental Health *(Other than Psychotherapy Notes)*
☐ Psychotherapy Notes ONLY (by checking this box, I am waiving any psychotherapist-patient privilege)

V. I understand that I may revoke this authorization in writing submitted at any time to the Health Information Management Department, except to the extent that action has been taken in reliance on this authorization. If this authorization was obtained as a condition of obtaining insurance coverage or a policy of insurance, other law may provide the insurer with the right to contest a claim under the policy. If this authorization has not been revoked, it will terminate one year from the date of my signature unless a different expiration date or *expiration event* is stated. For Health Information Exchange authorizations, it is recommended to expire in at least five years.

_____
(Specify new date)

I understand that IHS will not condition treatment or eligibility for care on my providing this authorization except if such care is: (1) research related or (2) provided solely for the purpose of creating Protected Health Information for disclosure to a third party.

I understand that information disclosed by this authorization, except for Alcohol and Drug Abuse as defined in 42 CFR Part 2, may be subject to redisclosure by the recipient and may no longer be protected by the Health Insurance Portability and Accountability Act Privacy Rule [45 CFR Part 164], and the Privacy Act of 1974 [5 USC 552a].

SIGNATURE OF PATIENT OR PERSONAL REPRESENTATIVE *(State relationship to patient)*	DATE
SIGNATURE OF WITNESS *(If signature of patient is a thumbprint or mark)*	DATE

This information is to be released for the purpose stated above and may not be used by the recipient for any other purpose. Any person who knowingly and willfully requests or obtains any record concerning an individual from a Federal agency under false pretenses shall be guilty of a misdemeanor (5 USC 552a(i)(3)).

PATIENT IDENTIFICATION

NAME *(Last, First, MI)*	RECORD NUMBER
ADDRESS	
CITY/STATE	DATE OF BIRTH

St. Croix Regional Family Health Center
136 Mill Street, Princeton, ME 04668
PH: 207-796-5503
FAX: 207-796-5528
www.scrfhc.org

RELEASE OF/REQUEST FOR INFORMATION - MEDICAL RECORDS

NAME: _____ D.O.B. _____

ADDRESS: _____

This information to be released to SCRFHC by:	*This information to be released by SCRFHC to:*
_____	_____
_____	_____
_____	_____

The purpose of this release is to

- ☐ Authorize both providers/facilities listed above to share information
- ☐ Release records for transfer of care of **medical** services
- ☐ Request records to be released to the person listed above
- ☐ To coordinate or provide clinical services

Information to be released from my medical record: *(Note: behavioral/mental health or substance related records require separate release)*

a. All Records _____
b. Only information related to: _____
c. Billing records: Time frame: ❑ Entire Record ❑ Records from _____(date) to _____ (date)

Please read the following statements indicating to the releaser to authorize or not authorize release/disclosure of sensitive information. Such information may not be re-disclosed by the recipient without my specific written consent.

Please check the appropriate box to authorize or not authorize the disclosure of the following information:

- I Do ❑ Do Not ❑ authorize disclosure of information that refers to treatment or diagnosis of psychiatric illness.
- I Do ❑ Do Not ❑ authorize disclosure of information referring to treatment or diagnosis of HIV, ARC, or AIDS.
- I Do ❑ Do Not ❑ want to review such information before it is released. I understand that any review must be supervised by designated staff.

I understand that I may revoke this authorization in writing at any time, except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will terminate one year from the date of my signature. I understand that PHI released pursuant to this authorization may include records generated by another healthcare provider or facility. I understand that PHI used or disclosed pursuant to this authorization may be re-disclosed by the recipient and no longer be protected by confidentiality laws. I understand that I have a right to receive a copy of this authorization.

SIGNATURE OF PATIENT: _____ PHONE: _____

If signed by other than patient, indicate legal relationship: _____ DATE: _____

WITNESS: _____ DATE: _____

V

St. Croix Regional Family Health Center
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RELEASE OF/REQUEST FOR INFORMATION - BEHAVIORAL HEALTH RECORDS

I, _____ (client, parent or legal guardian), authorize and give my consent for the release of confidential information about _____ (client).

This information to be released to SCRFHC by:

_____
_____
_____

This information to be released by SCRFHC to:

_____
_____
_____

The purpose of this release is to

- ☐ Authorize both providers/facilities listed above to share information
- ☐ Release records for transfer of care of **behavioral health** services
- ☐ Request records to be released to the person listed above
- ☐ To coordinate or provide clinical services

The specific information/material to be released is:

____ Treatment Plan/reviews	____ Psychological Reports	____ Clinical Summary	____ Diagnosis
____ Initial Assessment & Evaluation	____ Psycho-Social Assessment	____ Discharge Summary	____ Labs
____ Treatment Notes	____ Substance Abuse Info	____ Phone/verbal communication	

____ Other (specify): _____

I understand that no confidential information or material will be released without my specific written permission except where allowed by federal or state law, in circumstances such as emergency health or safety, imminent danger to self or others, or by court order. *(Please see the Rights of Recipients of Mental Health Services for further information).* I further understand that I may review all such information/material and may cancel or revoke this authorization in writing at any time, except to the extent that action has already been taken under this release. If this authorization has not been revoked, it will terminate one year from the date of my signature.

1. I Do ❑ Do Not ❑ authorize disclosure of information that refers to treatment or diagnosis of drug or alcohol abuse. The recipient may not disclose such information without my specific written consent.
2. I Do ❑ Do Not ❑ authorize disclosure of information that refers to treatment or diagnosis of psychiatric illness.
3. I Do ❑ Do Not ❑ authorize disclosure of information that refers to treatment or diagnosis of HIV infection, ARC, or AIDS. I understand that individuals about whom such disclosures have been made encountered discrimination from others in the areas of employment, housing, education, life insurance, health insurance, and social and family relationships.
4. I Do ❑ Do Not ❑ want to review such information before it is released. I understand that any review must be supervised by designated staff.

_____ _____ _____
Signature of Client/Legal Guardian/Parent Client Date of Birth Date

_____ _____
Witness Date

****

I am rescinding the above authorization as of _____ _____
Date **Signature**

Revised 06/08/2022