



# Sandusky City Schools

407 Decatur Street, Sandusky, OH 44870-2442 • 419-984-1050 • [www.scs-k12.net](http://www.scs-k12.net)

## Office of Student Services and Family Support

Dear Parent or Guardian:

Sandusky City Schools recently entered an agreement with Family Health Services (“FHS”), a non-profit federally qualified health center. FHS is able to provide primary health and behavioral health care services to students at Sandusky High School, Sandusky Middle School, and the Sandusky Career Center.

Medical services at “The Family Health Services Clinic at Sandusky High School” will be provided only to students for whom their parents/guardians have provided documented informed consent for such services. While Sandusky City Schools is providing FHS with space in its schools within which to operate, FHS is a separate and independent entity from Sandusky City Schools, and is solely responsible for providing all medical services and billing for such services. Any questions about FHS’s medical services should be directed to FHS through the contact information in the attached packet of information.

**IF YOU WOULD LIKE YOUR STUDENT TO BE ABLE TO ACCESS THE  
“FHS CLINIC AT SHS” AT ANY TIME DURING THE SCHOOL YEAR,  
PLEASE DO ONE OF THE FOLLOWING:**

**1. Paper Packet:**

- a. Complete the attached packet
- b. Sign the completed packet (signature is required in 3 areas)
- c. Attach a copy of student’s Insurance/Medicaid Card to the packet
- d. Attach a copy of parent/guardian Photo ID to the packet
- e. Return completed packet with Insurance/Medicaid Card and Photo ID to either:
  1. Your student’s school building: Attention Shawnda Ramon, Student Services.
  2. Board of Education: Attention Shawnda Ramon, Student Services.

– OR –

**2. Electronic Packet:**

- a. Visit the SCS Website: [www.scs-k12.net//TheClinicatSHS.aspx](http://www.scs-k12.net//TheClinicatSHS.aspx)
- b. Click on the "**FHS Patient Packet - Editable PDF Form**", complete and print
- c. Sign the completed packet (signature is required in 3 areas)
- d. Attach a copy of student’s Insurance/Medicaid Card to the packet
- e. Attach a copy of parent/guardian Photo ID to the packet
- f. Return completed packet with Insurance/Medicaid Card and Photo ID to either:
  1. Your student’s school building: Attention Shawnda Ramon, Student Services.
  2. Board of Education: Attention Shawnda Ramon, Student Services.

**\*\*Copies can be made at the school or send a picture of license and insurance cards to: [clinicinfo@familyhs.org](mailto:clinicinfo@familyhs.org)**



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## *Office of Student Services and Family Support*

### **Family Health Services at Sandusky High School**

#### *School-Based Health Clinic*

**Q: What clinicians will staff the School-Based Health Clinic at Sandusky High School?**

A: The clinic will offer a family nurse practitioner, licensed clinical social worker, and licensed support staff.

**Q: What services will be offered in the clinic at Sandusky High School?**

A: **Physical Health Services** - physicals, immunizations, sick visits, minor injuries, asthma, and other physical health concerns.

A: **Behavioral Health Services** – mental health, emotional health, and services supportive of a person's overall mental well-being and daily functioning.

**Q: Who can be seen in the clinic at Sandusky High School?**

A: Students in grades 7-12, Sandusky Career Center Students, and all employees of Sandusky City Schools. Simply fill out a Family Health Service enrollment packet, and you can be seen by appointment or walk-in.

**Q: What is a family nurse practitioner?**

A: A family nurse practitioner is a comprehensive health care practitioner who works with patients on maintaining health and wellness over the long term with a particular focus on preventative care. The family nurse practitioner is able to diagnose medical conditions and write prescriptions.

**Q: What is a licensed clinical social worker (LCSW)?**

A: A licensed clinical social worker works with clients in order to help deal with issues involving mental and emotional health. They can assess and make clinical evaluations of a client's mental health and diagnose mental illness, as well as provide direct therapy services to patients.

**Q: How can I be seen in the clinic at Sandusky High School?**

A: Appointments may be scheduled by calling 419-984-1042. Patients may also be seen by the family nurse practitioner through walk-in visits in the Sandusky High School clinic.

**Q: How often do Family Health Services patient enrollment packets need completed?**

A: Once per year updated enrollment information is required. A copy of insurance, Medicaid, or Medicare information, and the driver's license of the parent/guardian is also required. This is similar to the forms your family doctor has you update annually.

**Q: Do parents need to accompany their child for the appointment?**

A: Parents do not have to accompany their child for an appointment with the family nurse practitioner. An initial appointment with the licensed clinical social worker may require a telephone or face-to-face conversation with the child's parent or guardian.

**Q: Who will pay for the services?**

A: Family Health Services is a Federally Qualified Health Center and accepts Medicaid, Medicare, and plans from most insurance carriers. A sliding scale is in place for patients who do not have insurance or whose coverage failed to take care of the bills.



School-Based Health Center
Student Parental/ Court -Appointed Guardian Notice

HIGHLIGHTED AREAS MUST BE COMPLETED

Please read carefully and complete the following statement acknowledging that your son/daughter/ward may receive services at Family Health Services School-Based Clinic.

Form with fields: Student's Name, Birth Date, Address, Student's Social Security #, City, Zip Code, Student's Gender (Male, Female, Other).

I acknowledge that my son/daughter/ward named above may receive the following services at the FHS School-Based Clinic:

- Comprehensive Health Inquiry
Physical Examinations (general, sports, pre-employment)
Diagnosis and treatment for minor illnesses and injuries
Screening for select health problems (vision screening, hypertension, etc.)
Care of certain chronic conditions such as asthma and seizure disorders
Immunizations as needed (tetanus, measles/mumps, rubella, etc.)
Individual health and wellness education services
Routine Lab Tests
Prescription Medications
Care for common pediatric/adolescent physical concerns (weight, acne, menstrual problems)
Pregnancy Testing
Diagnosis and treatment of sexually transmitted diseases
Mental Health Assessments
Follow-up care as needed

Financial Responsibility: If you have insurance, FHS will bill your insurance company. Any co-pays will be billed. If you are uninsured, our FHS Outreach & Enrollment Coordinator will be contacting you to explore possible assistance options.

After Visit Summary: If your child/ward receives services in the FHS School-Based Clinic, you/your child will receive an After-Visit Summary in a sealed envelope.

Prescriptions: All prescriptions will be electronically prescribed and sent to your preferred pharmacy identified in the School -Based Health Center History Form. Controlled prescriptions will need to be picked up directly from the FHS School-Based Clinic or FHS main location located at 1912 Hayes Ave.

I certify that I have read this notice and understand its content.

Signature of Parent/Court-Appointed Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Please include a copy of the parent/court-appointed guardian identification (License), as well as a copy of the insurance card. Copies can be made at the school or send picture of license & insurance cards to clinicinfo@familyhs.org.

TURN OVER

**HIGHLIGHTED AREAS MUST BE COMPLETED**

**Student/Patient Data**

**PLEASE PRINT LEGIBLY**

<b>School District:</b>	<b>Sandusky City Schools</b>													
<b>School:</b>	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Hancock <input type="checkbox"/> Ontario at Adams <input type="checkbox"/> Venice Heights <input type="checkbox"/> Mills <input type="checkbox"/> Osborne <input type="checkbox"/> RCAAS <input type="checkbox"/> Sandusky Career Center													
<b>Grade:</b>	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12

<b>First Name:</b>	
<b>Middle Name:</b>	
<b>Last Name:</b>	
<b>Language:</b>	

<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
<b>Race:</b>			
<b>Date of Birth:</b>	Month	Date	Year
<b>Ethnicity:</b>	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		

**Parent / Court -Appointed Guardian(s) Information**

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Phone Number:</b>	
<b>Guarantor for Medical Payment?</b>	<b>Date of Birth:</b>
<b>Social Security No.:</b>	
<b>Employer:</b>	
<b>Employer Address:</b>	
<b>Email Address:</b>	

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Phone Number:</b>	
<b>Guarantor for Medical Payment?</b>	<b>Date of Birth:</b>
<b>Social Security No.:</b>	
<b>Employer:</b>	
<b>Employer Address:</b>	
<b>Email Address:</b>	

**Insurance Information** - Financial Responsibility: If you have insurance, FHS will bill your insurance company. Any co-pays will be billed. If you are uninsured/underinsured, FHS' Outreach & Enrollment Coordinator will contact you to explore possible payment options.

<b>Do not have Insurance:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete boxes below
<b>Subscriber Name:</b>	
<b>Plan Name:</b>	
<b>Address:</b>	
<b>Group Number:</b>	
<b>Subscriber ID:</b>	

**Primary Care Physician/Provider (PCP Data):**

<input type="checkbox"/> DO NOT have a PCP	
<b>PCP Name:</b>	
<b>PCP Address:</b>	
<b>PCP Phone Number:</b>	

TURN OVER



**School-Based Health Clinic History Form**

**STUDENT NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
 (Student 18 years old and older does not need parent/guardian signature)

**PARENT/LEGAL GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Please check ✓ all that apply)

**ALLERGIES**

- Food
- Medications
- Insects
- Reaction: \_\_\_\_\_
- Seasonal
- Animals

**PAST MEDICAL HISTORY**

- Allergies
- Asthma
- Ear Infections
- Gastrointestinal
- Other (Please list): \_\_\_\_\_
- Heart Disease
- Neurological
- Behavioral
- Developmental

**CURRENT MEDICATIONS**

Name of Medication	Dose	Amount Taken	Frequency Taken

**PREFERRED RETAIL PHARMACY**

Name	Address	Phone Number

(Please check ✓ all that apply)

**FAMILY HISTORY**

	Mother	Father	Sister	Brother	Maternal Grandmother	Maternal Grandfather	Paternal Grandmother	Paternal Grandfather	Other Please list
Alcohol/Drug Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Breast Cancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cancer-Type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
COPD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Developmental Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gastrointestinal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Prostate Cancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Psychiatric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thyroid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



**AUTHORIZATION FOR THE RELEASE OF MEDICAL INFORMATION**

Family Health Services  
1912 Hayes Avenue  
Sandusky, OH 44870

Phone: 419-502-2800  
Fax: 419-502-2820

Patient: \_\_\_\_\_

Last 4 Digits of Patient's SSN: \_\_\_\_\_

Clinic: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Telephone: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For the purposes of this form, "my", and "I" mean the patient listed above whose record is maintained by Family Health Services.

I hereby authorize Family Health Services to release any and all health information that is contained in my patient records to the Sandusky City School District for treatment and as otherwise needed for my safety and education at the sole discretion of Family Health Services. **I understand and acknowledge that this may include treatment for physical and mental illness, alcohol/drug abuse and/or HIV/AIDS test results or diagnoses. This authorization does not include permission to release outpatient Psychotherapy Notes as defined below.\* Release of Psychotherapy Notes requires a separate authorization.**

Once my health care information is released, the information may be re-disclosed by the recipient and may no longer be protected by law. Treatment, payment, enrollment, or eligibility for benefits will not be conditioned on whether I agree to this authorization. I understand that the recipient of my health information may be charged for the service of releasing medical information.

This authorization form will automatically expire when Family Health Services is no longer providing school-based health care services to the students of the Sandusky City School District, when I am no longer a student of Sandusky City School District, or when I revoke this authorization, whichever occurs first. I may revoke this authorization at any time, except to the extent that action has been taken in reliance upon it, through written notice sent to: Administrator, Family Health Services, 1912 Hayes Avenue, Sandusky, Ohio 44870.

\_\_\_\_\_  
Signature of Patient/Patient's Personal Representative\*\*

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship, if not Patient

\*Psychotherapy Notes are defined as notes that document private, joint, group, or family counseling sessions that are separated from the rest of a patient's medical record.

\*\*If other than the patient's signature, a copy of legal paperwork verifying the patient's personal representative must accompany the request (i.e., court-appointed guardian of the person, durable power of attorney for health care). Exception: Parent signing for a patient under the age of eighteen.



## Patient Acknowledgement and Consent Form

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

On behalf of myself or my minor child or other patient named above, I acknowledge and consent to the statements made in this form. Changes or alterations

to this form are not binding on Family Health Services.

**Consent to Health Care Services:** I am requesting that health care services be provided to me (or my minor child or the patient named above) at Family Health Services. I voluntarily consent to all medical treatment and health care-related services that the caregivers at Family Health Services consider to be necessary for me (or the patient named above). These services may include diagnostic, therapeutic, imaging, and laboratory services, including HIV testing. If I want any HIV testing to be performed anonymously, I will tell my Family Health Services caregiver. My blood may be used to perform routine quality assurance testing. I am aware that the practice of medicine and surgery is not an exact science; no guarantees have been made to me about the results of treatments and examinations.

### Financial Responsibility:

1. A. Subject to applicable law and the terms and conditions of any applicable contract between Family Health Services and a third-party payer, and in consideration of all health care services rendered or about to be rendered to me (or the above named patient), I agree to be financially responsible and obligated to pay Family Health Services for any balance not paid under the "Assignment of Benefits/Third Party Payers" paragraph below.

OR, B. Subject to applicable law and the Family Health Services Sliding Scale Fee Policy, and in consideration of all health care services rendered or about to be rendered to me (or the above-named patient) I agree to be financially responsible and obligated to pay Family Health Services for the patient balances due;

AND,

2. I authorize all clinical providers who have provided care to me, along with any billing services, collection agencies or other agents who may work on their behalf, to contact me on my cell and/or other phone using automatic telephone dialing system or other computer assisted technology.

**Assignment of Benefits/Third-Party Payers:** In consideration of all health care services rendered or about to be rendered to me (or the above-named patient), I hereby assign to Family Health Services all right, title, and interest in and to any third-party benefits due from any and all insurance policies and/or responsible third-party payers of an amount not exceeding Family Health Services' regular and customary charges for the health care services rendered. I authorize such payments from applicable insurance carriers, third-party payers, and other third-parties. A list of usual and customary charges is available upon request. I consent to any request for review or appeal by Family Health Services to challenge a determination of benefits made by a third-party payer. Except as required by law, I assume responsibility for determining in advance whether the services provided are covered by insurance or other third-party payers.

**Patient Rights and Responsibilities:** I have received a copy of the Family Health Services Patient Rights and Responsibilities handout.

**Uses and Disclosure of Health Information:** I have received Family Health Services' Notice of Privacy Practices. The Federal Privacy Standards explains how Family Health Services may use and disclose confidential health information that identifies me (or the above-named patient). I consent to let Family Health Services use and disclose health information about me (or the above-named patient) as described in the Federal Privacy Standards. In doing so I

consent to the release of my (or the above-named patient's) health information and financial account information to all third-party payers and/or their agents that are identified by Family Health Services, its billing agents, collection agents, attorneys, consultants, and/or other agents that represent Family Health Services or provide assistance to Family Health Services for the purposes of securing payment from all parties who are potentially liable for payment for my (or the above-named patient's) health care, including for substance abuse, psychiatric care, or HIV, if applicable. I can revoke my consent in writing at any time except to the extent that Family Health Services has already relied on my consent.

**Communication:**

1. Family Health Services participates in one or more Health Information Exchanges. The Health Information Exchanges are electronic networks used to securely provide access to your health records. I voluntarily consent to allow access to my health information through the Health Information Exchanges. I can opt-out of this consent at any time in writing by notifying the Health Information Management Services/Medical Records Department.
2. I authorize Family Health Services to leave a message on my answering machine or voicemail regarding scheduled appointments, premedication and instruction appointments.
3. I authorize the following person(s) to obtain medical information about myself (or the above-named patient). Family Health Services is not responsible for the information provided if it is given to the below listed person(s).

Name of Person Allowed Health Information: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Person Allowed Health Information: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Patient or Responsible Party**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Patient or Responsible Party**

\_\_\_\_\_  
**Responsible Party's Relationship to Patient**