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# FILLING OUT HEALTH CARE FORMS

## PARENTS & CAREGIVERS

As your child grows up, you will not always be able to fill out your child's forms when going to their health care provider visits. It is important for your child to know their health history, your family's health history, and who can access their information.

### Helpful Tips

- Teach your child that they will need the following documents to help make filling out health care forms less confusing:
  - Health insurance card
  - ID card
  - Shared Plan of Care (if they have one)
- Take some time to review with your child what might happen at their provider visit:
  - When they get to the clinic, a staff person will greet them and their family (if you are there with them). They may give your child the following forms (or others):
    - **Consent to Diagnose and Treat Form** – Gives staff permission to examine your child, make a diagnosis, and treat their health issue. Based on your child's age, you may be asked to sign this form, date it, and state what your relationship to the patient is.
    - **Registration and Health History** – Allows patient or caregiver to change their address, phone number, and insurance information, if needed. It will also ask the patient to list ALL of their health issues, medications, or allergies.
  - **HIPAA (Health Insurance Portability and Accountability Act) Form** – Lets patients decide who can see their health information. You may want to share health information with your insurance company, but it may be necessary to share this information with others in your child's circle as well. A parent/caregiver cannot access the health information of someone over age 18 unless they are named on the HIPAA form or legal arrangements have been made.
- A staff person may make a copy of your child's insurance card
- You (or your child) will be asked to fill out these health care forms while you wait for the provider. Make sure to read the forms carefully and write neatly. If there are questions or you need more time, let a staff person know.