Dear Parents/Guardians:

The Wilmington Charter/Cab Calloway School-Based Health Center (SBHC) is a partnership between Christiana Care Health Services, Red Clay School District, and the Delaware Division of Public Health. This letter is an invitation to sign up your child, ages 12 and above in the SBHC.

Health care in the SBHC is provided by a multi-disciplinary team. A Nurse Practitioner, a Licensed Clinical Social Worker/Licensed Professional Counselor of Mental Health, and a Registered Dietitian provide care at your child’s school.

To sign up your child in the SBHC:

- Up-to-date insurance information is needed if your child is insured. No co-pay, co-insurance or deductible will be charged to you and no one will be turned away based on ability to pay.
- Please review, fill out and sign the attached Consent Form.
- Fill out attached Student Registration Form and Health History Form
- Return completed enrollment/registration forms to the SBHC

SBHC services offered:

- Counseling (individual, family, and group)
- Health education/risk reduction
- Crisis intervention and suicide prevention
- Nutrition/weight management
- Pregnancy testing
- Diagnosis and treatment of sexually transmitted diseases (STDs)
- HIV testing at approved high schools
- Reproductive Health Services (Birth control pills/Depo-Provera/condoms) available at approved high schools
- Physicals (sports, school, or pre-employment)
- Health screenings
- Immunizations
- Diagnosis and treatment of minor illnesses/injuries
Please know that your child’s pediatrician or family doctor is still your child’s main doctor. SBHC does not take the place of your child’s pediatrician or family doctor, and SBHC doctors and nurses will work with your child’s main doctor to care for your child. The SBHC offers services that may round out the care provided by your main doctor. When appropriate, and with your permission, we will try to share medical information with your child’s doctor to prevent any duplication of health care services, and to take the best care of your child. If your child does not have a doctor, we can help you find one.

The SBHC staff thanks you for your time. Together with you and your child’s main doctor, we will work towards keeping your child healthy and in school. Please encourage your child’s pediatrician or family doctor to call the SBHC with questions. If you have questions or need more information, please call the Wilmington Charter/Cab Calloway School-Based Health Center at (302) 651-2100.

Sincerely,

Martha Coppage-Lawrence, CPNP, Site Coordinator  
302-651-2100  
Kathy Cannatelli, MS, Administrative Director  
Mary Stephens, MD, Medical Director  
302- 320-6557
SCHOOL-BASED HEALTH CENTER
PARENT/STUDENT CONSENT FOR SERVICES
Red Clay Consolidated School District

I, ________________________, give my consent for ______________________, (Parent/Legal Guardian of Student) (Name of Student) to receive health services at the Wilmington Cab Calloway/Charter School-Based Health Center (SBHC) administered by Christiana Care Health Services Telephone Number: 302-651-2100

SERVICES INCLUDE:

- Comprehensive health assessments
- Immunizations
- Diagnosis and treatment of minor, acute and chronic medical conditions
- Nutrition Counseling and education
- Referrals to and follow up for specialty care, oral and vision health services
- Mental health and substance use disorder assessments, crisis intervention, counseling, and treatment
- Referral to mental health and substance abuse services including emergency psychiatric care, community and support programs
- Diagnosis and treatment of sexually transmitted infections
- Pregnancy Screening

In accordance with Delaware law, any minor age 14 or over may consent for voluntary outpatient mental health services and parental consent is not required.

REPRODUCTIVE HEALTH:

PLEASE CIRCLE

- May include: Oral Contraceptives, Depo-Provera, Condoms, and HIV Testing

YES NO

CONFIDENTIAL SERVICES:

The following confidential services are offered by this School-Based Health Center. If you consent to your child receiving confidential services at the School-Based Health Center, then according to Delaware Law (Title 13 §710) you will not have access to information about these services unless your child gives the School-Based Health Center permission to share that information.

- Pregnancy testing
- Diagnosis and treatment of sexually transmitted infections
- Reproductive health services including contraceptive implant – unless complications occur
- HIV Testing

The School-Based Health Center does NOT provide the following services

- Treatment or testing of complex medical or psychiatric conditions
- Ongoing primary treatment of chronic medical conditions
- Complex lab tests
- Hospitalization
- X-Rays

PLEASE COMPLETE OTHER SIDE
I understand that the Delaware Division of Public Health ("DPH"), a division of the Department of Health and Social Services, retains administrative authority over, and provides partial funding for, the School-Based Health Center. Designated School-Based Health Center team members are obligated by law to disclose specific patient information to DPH, for the purpose of preventing or controlling disease, injury, surveillance, or disability in Delaware as well as in the United States. Such information mandated and required by law includes: sexually transmitted disease; laboratory data; births; deaths; adverse medication reactions; child abuse or neglect; and domestic violence. Other general information will also be sent to DPH for statistical tracking, but this information will be de-identified which means that my student’s name will be removed.

I have had the opportunity to receive and review the Christiana Care Health Services’ Notice of Privacy Practices brochure.

I understand that the School-Based Health Center may use telemedicine to provide mental health services. The video conference between student and mental health provider does not involve data storage, recording, or archiving. Telemedicine encounters would still be subject to the requirements of the HIPAA Privacy Rule that applies to Protected Health Information.

I understand that insurance may be billed for covered services and the need to provide insurance information before services are provided.

I understand that the School-Based Health Center shall not charge co-pays or any other out-of-pocket fees for use of School-Based Health Center Services.

I understand this consent may be revoked in writing at any time, except to the extent that action has been taken in reliance on this consent. Any requests for revocation must be in writing and sent to the School-Based Health Center associated with my student’s care.

I acknowledge that all information requested on the registration Health History Form and this consent is accurate and complete. My student and I have read this form carefully and I understand that if I have any questions I may call the School-Based Health Center Coordinator for any explanation(s) before I sign this authorization.

CELL PHONE CONSENT:

☐ Yes, I give or ☐ No, I do not give consent for my child to receive texts regarding appointments at the wireless phone number below, I understand that I may be charged for such calls by my wireless carrier and that such calls may be generated by an automated dialing system. I understand that I do not have to give permission for texting of appointments in order to receive services at the School-Based Health Center. I may revoke my authorization to receive messages at any time.

Student Cell Phone Number: _______________________

By signing below, I certify that I am the parent or legal guardian of the student named above and have read the above consent statements about services offered at my student’s School-Based Health Center and voluntarily agree to have my student participate. I acknowledge that I have been given no guarantee or assurance as to the results that may be obtained from the services/treatment.

_________________________________________________________ Date
Signature of Parent/Legal Guardian

_________________________________________________________
Print Name of Parent/Legal Guardian

_________________________________________________________ Date
Signature of Student

_________________________________________________________
Print Name of Student

_________________________________________________________
Street Address

_________________________________________________________
City State Zip Code

cchs sbhc consent Reproductive Health October 2017
**Patient Registration Form**

**Patient (Student) Information – Please Print (in pen)**

<table>
<thead>
<tr>
<th>Patient’s Last Name:</th>
<th>First:</th>
<th>Middle:</th>
<th>Grade:</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
</table>

**Identified Sex:**
- [ ] Male
- [ ] Female
- [ ] Transgender Male
- [ ] Transgender Female
- [ ] Decline to Answer

<table>
<thead>
<tr>
<th>Address:</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Birthdate:</th>
</tr>
</thead>
</table>

**Race (please circle all that apply):**
- Caucasian/White
- Black/African American
- Asian/Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native
- Undetermined
- Other

**Ethnicity (please circle):**
- Hispanic/Latino
- Arabic
- Non-hispanic/latino/arabic

**Primary Care Physician (Family Doctor):**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

**In case of an emergency contact:**

<table>
<thead>
<tr>
<th>Relationship to patient:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

**Is patient employed?**
- Yes
- No

**Parental/Legal Guardian Information**

<table>
<thead>
<tr>
<th>Mother’s Full Legal Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Home Phone#:</td>
</tr>
<tr>
<td>Parent Email Address:</td>
<td>Cell Phone#:</td>
</tr>
<tr>
<td>Employer Name &amp; Address:</td>
<td>Work Phone#:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Father’s Full Legal Name:</th>
<th>Date of Birth:</th>
<th>Home Phone#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Cell Phone#:</td>
<td></td>
</tr>
<tr>
<td>Employer Name &amp; Address:</td>
<td>Work Phone#:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Guardian Name (if not mother or father):</th>
<th>Relationship to Student</th>
<th>Date of Birth:</th>
<th>Home Phone#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Cell Phone#:</td>
<td>Work Phone#:</td>
<td></td>
</tr>
</tbody>
</table>

**Insurance Information (REQUIRED) – Send in a Copy Front and Back of Insurance Card**

<table>
<thead>
<tr>
<th>Source of payment for care, please check off one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No Insurance</td>
</tr>
<tr>
<td>[ ] Medicaid Provider: __________________________</td>
</tr>
<tr>
<td>[ ] Medicaid Number: __________________________</td>
</tr>
<tr>
<td>[ ] Commercial Insurance: __________________________</td>
</tr>
<tr>
<td>[ ] Subscriber Name: __________________________</td>
</tr>
<tr>
<td>[ ] Relationship to Student: __________________________</td>
</tr>
<tr>
<td>[ ] Subscriber Birthdate: __________________________</td>
</tr>
</tbody>
</table>

**Secondary Insurance Information:**

<table>
<thead>
<tr>
<th>Medicaid Provider:</th>
<th>Medicaid Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Insurance:</td>
<td>Policy Number:</td>
</tr>
<tr>
<td>Subscriber Name:</td>
<td>Relationship to Student:</td>
</tr>
<tr>
<td>Subscriber Birthdate:</td>
<td></td>
</tr>
</tbody>
</table>
Christiana Care Health System School-Based Health Center
HEALTH HISTORY FORM

A complete and accurate health history is needed in order for Center staff to provide high quality care. Please complete this form as much as possible. Please print all information.

Student’s Name _________________________ (Last) __________________ (First) ________ (MI) ________ Grade _____

Does your child have any allergies? (food, medication, latex)
☐ Yes ☐ No If yes, please list: __________________________

Please provide the following information about medicines your adolescent is taking.

Name of medicines Reason taken How long taken
_____________________________         _______________________________          ____________________________
_____________________________         _______________________________          ____________________________
_____________________________         _______________________________          ____________________________

Primary Care Provider Name: ______________________________________

Please indicate which of the following your CHILD has ever had:

☐ Acne/Skin Problems ☐ Diabetes ☐ Hepatitis ☐ Sickle Cell
☐ ADHD/learning disability ☐ Depression ☐ High Blood Pressure ☐ Sleeping Problems
☐ Anemia ☐ Fainting Spells ☐ High Cholesterol ☐ Sports Injury
☐ Anxiety ☐ Frequent Colds ☐ Kidney/Bladder Disease ☐ Stomach/Intestinal Problems
☐ Arthritis ☐ Headaches ☐ Pregnancy/Child Birth/Miscarriage ☐ Suicide Attempts
☐ Asthma ☐ Head Injury ☐ Rheumatic Heart Disease ☐ Suicidal Thoughts
☐ Cancer ☐ Heart Disease ☐ Scoliosis ☐ Substance Abuse
☐ Chicken Pox ☐ Heart Murmur ☐ Seasonal Allergies ☐ Thyroid Disease
☐ Cystic Fibrosis ☐ Hemophilia ☐ Seizures ☐ Tuberculosis

If any of the above is checked, please give more detail.____________________________________________________________
________________________________________________________________________________________________________

Has your child ever been hospitalized or received counseling for emotional health?
☐ Yes ☐ No If yes, when? ___________________________ Where? _______________________________________________________

Reason: _______________________________________________________________________
______________________________________

Please check any of the following illnesses that your FAMILY MEMBERS (parent, brother, sister, grandparent, aunt, uncle, etc.) have ever had and indicate which family member next to the illness.

☐ ADHD/learning disability ☐ HEADaches ☐ Stroke
☐ Alcoholism/Drug Abuse ☐ Heart Disease ☐ Thyroid Disease
☐ Anemia ☐ Hemophilia ☐ Tuberculosis
☐ Arthritis ☐ Hepatitis ☐ Unexplained Death
☐ Asthma ☐ High Cholesterol ☐ Other
☐ Birth defects ☐ Kidney/Bladder Disease
☐ Cancer ☐ Mental Illness
☐ Cystic Fibrosis ☐ Obesity
☐ Deafness ☐ Seizures
☐ Diabetes ☐ Sickle Cell

PARENTAL/GUARDIAN CONCERNS

If you have any concerns please encourage your child to schedule a visit at the School-Based Health Center or you can feel free to call us to discuss your concerns.

If you would like assistance with establishing Insurance, finding a doctor, or a dentist, please call the School-Based Health Center.
Notice of Privacy Practices

Effective Date: September 23, 2013

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. If you have a question, contact the Privacy Officer at (302) 623-4468.

Our promise
We know that your medical information is very personal. We do our best to protect the privacy of your medical information. We will only use and disclose your information as allowed by applicable law.

We are required by law to:
• Do what this Notice says.
• Make sure that your information is kept private.
• Only disclose the minimum necessary information for the intended purpose.
• Tell you if there is a breach of your privacy.

Who will follow this notice?
• All Christiana Care organizations, facilities and medical practices.
• Any doctor or other person caring for you
• All people who work for Christiana Care
• All Christiana Care volunteers.
• Any business associate needing health information so they can provide services for us.

How we may use and give out medical information about you

Here is how we use and give out medical information.

Although this list is not complete, all of the ways we are allowed to use and give out information without your permission will fall within one of the headings listed.

• To take care of you. We may use your health information to give you medical care. We may give out medical information about you to doctors, doctors in training, nurses, students or other people in the hospital who are part of your care here. We may also give out medical information to work with people outside the hospital who provide care for you.

• To get paid. We may use and give out health information about you so that the care you receive here will get paid by you, an insurance company, or other payor. For example, we may tell your health plan about care you received, so it can pay us for that care. We may also tell your health plan about care you are going to get to find out if they will pay for that care.

• To run Christiana Care. We may use and give out medical information about you to run Christiana Care. We may also use your information to see how we took care of you and how you did. We may also put together medical information about many patients to decide if there are other services Christiana Care should offer, what services are needed or not needed, and what new treatments are effective. People taking care of you, including doctors, nurses, and students, may receive information for learning purposes.

• Information may be combined with medical information from other hospitals to compare how we are doing and see if we can improve the care and services we offer.

• Fundraising activities. We may contact you to ask for a donation. We have the right to use certain information for this purpose (including your contact information, age, gender, dates of service, department of service, treating physician, outcome information and health insurance status). If you do not wish to be contacted for our fundraising efforts, you may opt out by calling 1-800-693-2273, sending an email to opt out@christianacare.org or writing to the Christiana Care Office of Development, 13 Reads Way, Suite 203, New Castle, DE 19720. We will not condition your treatment on your agreeing to be contacted for fundraising purposes.

• Hospital directory. If you are a patient in our hospital, we may include limited information about you in the hospital directory so your friends, family and clergy can visit you and find out how you are doing. This information may include your name, location in the hospital, phone number, your general condition (good, fair, serious or critical), and your religion. All information except for your religion may be given to people who ask for you by name. Your religion may be given to a member of the clergy, even if they don't ask for you by name. We may also tell that a patient has died after next of kin has been told. If you do not want anyone to know about you, you must sign a form that will be provided to you when you are admitted.

• Family and friends. We may give medical information about you to a friend or family member who is involved in your medical care. This would include persons named in any health care power of attorney or similar document given to us. We may also give information to someone who helps pay for your care. In addition, we may give out medical information about you to an agency helping in a disaster relief effort so that your family can be contacted about your condition, status, and location.

• Research. In most cases, we will ask for your written approval before using your medical information or sharing it with others in order to carry out research. However, we may use and give your health information without your approval in the following ways:
  • If we have submitted it to a research committee and they have taken steps to make sure your information will be protected.
  • To people within Christiana Care who are preparing a research project or enrolling patients in research projects.

Special Situations

We may give out information about you without your permission in the following situations:

• As required by law. When we are required to do so by federal, state, or local law.

• To help avoid a serious threat to health or safety. To help avoid a threat to the health and safety of you, the public or another person.

• Organ and tissue donation. To agencies that handle organ, eye, and tissue donations, or to an organ donation bank so these organizations may assist transplantation.

• Military and veterans. If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may give information to the Department of Veterans Affairs to find out if you can get certain benefits.

• Workers’ compensation. We may share information to assist programs that provide benefits for work-related injuries or illness.

• Public Health authorities. We may provide information for Public Health activities, such as reporting disease outbreaks; births and deaths; child or elder abuse; reactions to medications; recall notifications; or communicable diseases.

• Health oversight activities. We may provide information to agencies monitoring the health care system or government programs or making sure hospitals are following the law. These activities include audits, investigations, inspections, and licensing.

• Lawsuits and disputes. If you are involved in a lawsuit or a dispute, we may give out medical information about you if we get a valid court or administrative order, subpoena, discovery request, or other legal request from someone involved in the case.

• Law enforcement. If we are asked to do so by law enforcement officials or are required to do so by law:
  • In response to a valid court order, subpoena, warrant, summons, or other similar process.
  • To identify or find a suspect, fugitive, material witness, or missing person.
  • To report about the victim of a crime if, in certain cases, we are unable to get the person to agree.
If you have any questions about this notice or if you need to make a request to the Privacy Officer, please contact us at:

How to contact us

If we make material changes to this Notice, we will provide you with the updated Notice at your next visit.

Right to ask for restrictions on the use or disclosure of your information. You have the right to ask us to limit the medical information we use or give out about you. We may not use or disclose this information except as described below. You must specify what information you want to limit; (2) whether you want to limit our use, how we share your information, or both; and (3) to whom you want the limits to apply, for example, information to your spouse.

Right to confidential communications. You have the right to ask us to contact you using a different address or phone number so you can keep your health information private. When you provide your address when registering for services, you need to tell us you would like a second address or phone number to be used.

Right to a paper copy of this Notice. To get a copy of this notice, ask for a copy from Patient Registration or the Privacy Officer.

Changes to this Notice

We have the right to change this Notice. All changes to the Notice will apply to information we already have about you as well as any information we receive in the future.

We will post a copy of the current Notice in the hospital and on our Web site: www.christianacare.org.

If we make material changes to this Notice, we will provide you with the updated Notice at your next visit.

Complaints

If you think your privacy rights have been violated, you may file a complaint with us by writing to the Christiana Care Privacy Officer. Please provide enough detail to allow us to look into the matter. You may also file a complaint with the Office of Civil Rights at: Regional Manager of the Office of Civil Rights, Region III, 150 S. Independence Mall W. Suite 372, Public Ledger Building Philadelphia, PA 19106-9111 (215) 861-4441, Hotline Number: 1-800-368-1019

PLEASE NOTE: You will not be treated any differently for filing a complaint.

How to contact us

If you have any questions about this notice or if you need to make a request to the Privacy Officer, please contact us at:

Christiana Care, c/o Privacy Officer, PO Box 6001, Newark, DE 19714-6001 (302) 623-4468