New Patient Paperwork – Intakes, Questionnaires, & Consent Forms

New Patients, please complete **Consents Sign-Off**, and **New Patient Intake** from a **computer** (not mobile) on the patient portal at **http://health.healow.com/scnm**

**Consent Forms**

*View practice policies separate from signing off* on consents from the patient portal home page.

**Viewing Practice Policies**

1. From the Patient Portal Home page - view practice policies under “**Practice Details**” – “**Policies**” at the top of the screen

Scroll down to view SCNM Clinics Practice Policies
**PATIENT RIGHTS & RESPONSIBILITIES**

During a visit to SCNM Medical Center, patients have the rights:

- To be treated with dignity, respect, and consideration.
- To not be discriminated against based on the basis of race, national origin, religion, gender, sexual orientation, age, disability, marital status, diagnosis or source of payment.
- To receive treatment that supports and respect the patient’s individuality, choices, strengths, and abilities.
- To receive privacy in treatment and care for personal needs.
- To review, upon written request, their own medical records within a reasonable time frame.
- To receive a referral to another healthcare institution if the outpatient treatment center is not authorized or unable to provide physical health services or behavioral health services for the patient.
- To participate or the patient’s representative participate in the decisions and development of, or decisions concerning, treatment.
- To participate or refuse to participate in research or experimental treatment.
- To receive assistance from a family member, the patient’s representative, or other individual in understanding, protecting, or exercising the patient’s rights.
- To be informed how to report complaints, grievances and complaints about a visit and to get resolution to them. Comments or complaints may be directed to the staff most directly involved in the situation and/or to the center’s manager or Director of Clinical operations.

- To not be subjected to:
  - Abuse, Neglect, or Exploitation;

---

**Sign Practice Consents**

After reading SCNM Clinics Practice Policies, sign your consents from the **Questionnaires** screen

1. From the left menu band, click “**Questionnaires**” – “**Practice Forms**”
2. Click on “Patient Consents Sign-Off”

3. Complete the “Patient Consents Sign-off”, complete by clicking “Submit Request” button at the bottom

New Patient Intake Form

Patients must complete the New Patient Intake questionnaire first, and either the Male Health or Female Health questionnaires

1. From the left menu band, click “Questionnaires” then “Practice Forms”
2. Click “New Patient Intake” from the list of available questionnaires
3. Answer the questions on each page, and click “Submit and Next” to go to the next page.

4. To complete the intake, click “Submit Request” Button.
5. Return to the Practice Forms screen to complete either Male Health or Female Health questionnaire.