

					Date
Name		]	Home Phone		Cell Phone
Address			City _		State Zip
Age	_Birth Date	Sex M F Marital Status	M S W D Nu	mber of Ch	ildren SS#
Employe	er	Occupation		e-ma	ail
Work Ad	ldress			W	Vork Phone
Name of	Spouse		Spou	ise's Work l	Phone
In Case o	of Emergency, plea	ase notify		Phone	
How did	you hear about ou	r office? Friend	□ I	Phonebook	□ Employer □ Internet □ Other
Please lis	st complaints and	date the condition started, starting	with your major	complaint.	
	C	Complaints		Date Start	ed
1				1.	
2				2	
3				3.	
4				4.	
		orse? $\Box$ Yes $\Box$ No Is it Constants for this condition? $\Box$ Yes $\Box$ No		Comes an	d Goes? □ Yes □ No
Please lis	st other doctors see	en and approximate date seen (ind	luding primary c	are physicia	an):
	D	octor	Appro	oximate Dat	te Seen
1				1	
2				2	
3				3	
Have you	u experienced any	serious accidents or falls within t	he □ Past year?	$\Box$ 5 years?	? □ Over 5 years □ Never
If you ha	we experienced an	accident, what type was it? $\Box$ A	uto 🗆 Work 🗆 H	lome 🗆 Leis	sure   Sports  Other
Briefly E	Explain:				
Are you	presently taking a	ny medication? $\Box$ Yes $\Box$ No Ple	ase List		
		ou have had and an approximate of			
	Pro	cedure		Date	
1				1	

Has any blood relative ever had:

Has any blood relative ev							
G	Who				N	/ho	
Cancer		~	stroke				
Diabetes			Arterioscleros	15	<u> </u>		· · · · · · · · · · · · · · · · · · ·
Heart Trouble			Arthritis		· · · · · · · · · · · · · · · ·		
High Blood Pressure		S	Spinal Curvat	ure			
Check the following that	you have had:						
□ Alcoholism	□ Chorea	□ Gout			ultiple Sclerosis	□ Stro	oke
Anemia	$\Box$ Cold Sores	□ Heart Di	isease		umps	🗆 Tub	perculosis
Appendicitis	Diabetes	Influenz	а	□ Pl	eurisy	🗆 Typ	bhoid Fever
Arteriosclerosis	Diptheria	🗆 Lumbag	0	$\square$ Pn	eumonia	□ Ulc	ers
□ Arthritis	□ Eczema	□ Measles		□ Pc	olio	$\square$ Wh	ooping Cough
□ Asthma	Emphysema	□ Migraine	es	$\Box$ Rh	neumatic Fever		
□ Cancer	Epilepsy	Miscarri	age	□ Sc	arlet Fever		
Check the following sym	ptoms you have had within	n the past y	vear:				
<u>General</u>	Muscle & Joint	Eyes,	Ears, & No	se	<b>Respiratory</b>		<u>Skin</u>
Allergy	Arthritis	□ Asth	ima		Chest pain		Bruise easily
Chills	Bursitis	□ Cold	ls		Chronic cough	۱	Dryness
Convulsions	Foot trouble	Cros	ssed Eyes		Difficulty breat	thing	Hives or allergy
Dizziness	Hernia	Dea <sup>-</sup>	fness		Spitting up blo	od	Itching
Fainting	Low back pain	Den	tal Decay		Spitting up ph	legm	Rashes
Fatigue	Lumbago	🗆 Ear J	Ache		Wheezing		Varicose Veins
Fever	Neck Pain	□ Ear	Discharge				
Headache	Shoulder Pain	□ Ear	Noises		Gastro-intestin	al	Genito-urinary
Loss of Sleep		Enla	arged glands	;	Belching or ga	is	Bed wetting
Loss of weight	Pain or numbness in	: 🗆 Enla	rged thyroid	ł	Crohn's disea	se	Blood in urine
Depression	Shoulders	□ Eye	pain		Colitis		Frequent urinat
Neuralgia	□ Arms	□ Faili	ng vision		Colon trouble		Bladder control
□ Sweats	Elbows	□ Far s	sightedness		Constipation		Kidney infectior
Tremors	□ Hands	🗆 Gun	n trouble		Diarrhea		Painful urination
	□ Hips	□ Hay	fever		Difficult Diges	tion	Prostate trouble
<u>Cardiovascular</u>	□ Legs	□ Hoa	rseness		□ Gall Bladder ti	rouble	
Chest pain	□ Knees	Nasa	al obstructio	n	Hemorrhoids		Women Only
□ Angina	□ Feet	Nea	r sightednes	s	Jaundice		Cramps
□ ↑ blood pressure	Tailbone		ebleeds		Liver trouble		□ Excessive flow
□ Low blood pressure			is Infection		Nausea		Hot Flashes
Poor circulation	Poor Posture	□ Sore	e throat		Stomach pain		Irregular cycles
Rapid Heart beat	Sciatica	Tons			□ Poor appetite		□ Menopause
		_					

- □ Slow heart beat
- □ Ankle swelling
- □ Swollen joints

Spinal Curvature

- □ Rectal pain

- ergy
- ins

# y

- ne
- nation
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- ation
- uble
- ow
- cles
- □ Painful Flow
- Vaginal Discharge

	Yes	No
Have you ever been knocked unconscious?		
Do you use a cane or other support?		
Have you been treated for a spine or nerve disorder?		
Have you ever had a fractured bone?		
Have you been hospitalized for anything other than surgery?		
Do you smoke?		
Do you now take vitamins or minerals?		

#### Habits:

None

#### Date of Last:

	< 6 months	6-18 months	>18 months	Never
Spinal Examination				
Physical Examination				
Blood test				
Chest x-ray				
Spinal x-ray				
Dental x-ray				
Urine test				

Are you pregnant?  $\Box$  Yes  $\Box$  No How many weeks?

Please check the type of care you desire so that we may be guided by your wishes when possible:

□ I prefer the doctor to select the type of care he feels is best for me □ Maximum improvement □ Temporary relief

Are you insured? 

Yes 
No Company \_\_\_\_\_

I understand and agree that health and accident insurance policies are an arrangement between an insurance carrier and myself. Furthermore, I understand that the doctor's office will prepare any necessary reports and forms to assist me in making collection from the insurance company and that any amount authorized to be paid directly to the doctor's office will be credited to my account upon receipt. However, I clearly understand and agree that all services rendered me are charged directly to me and that I am personally responsible for payment. I also understand that if I suspend or terminate my care and treatment, any fees for professional services rendered me will be immediately due and payable.

Patient's signature	Date		
Guardian's Signature	Date		

# **Notice of Privacy Practices**

### **Our Promise!**

Dear Patients: We do not ever want you to delay treatment because you are afraid your personal health history might be unnecessarily made available to others outside of our office. We have put in writing the policies and procedures we use to ensure the protection of your health information everywhere it is used i.e. internet, phone, faxes, copy machines, and charts.

We will use and communicate your HEALTH INFORMATION only for the purposes of providing your treatment, obtaining payment and conducting health care operations. Your health information will not be used for other purposes unless we have asked for and been voluntarily given your written permission.

### How your HEALTH INFORMATION may be used to provide treatment

We will use your HEALTH INFORMATION within our office to provide you with the best health care possible. This may include administrative and clinical office procedures designed to optimize scheduling and coordination of care between chiropractic assistant, chiropractor, office manager, and the billing staff. In addition we may share your health information with referring physicians, clinical laboratories or other health care personnel providing you treatment.

### To Obtain Payment

We may include your health information with an invoice used to collect payment for future treatment you receive in our office. We may do this with insurance forms filed for you in the mail or sent electronically. We will be sure to only work with companies with similar commitment to the security of your health information. We have updated our electronic billing software to be HIPAA compliant.

### **To Conduct Health Care Operations**

Health information may be included in training programs for interns, associates, and business and clinical employees. It is also possible that health information will be disclosed during audits by insurance companies or government appointed agencies as part of their quality assurance and compliance reviews. Your health information may be reviewed during the routine processes of certification, licensing or credentialing activities.

### **In Patient Reminders**

Because we believe regular care is very important to your general health, we will remind you of a scheduled appointment or that it is time for you to contact us and make an appointment. Additionally, we may contact you to follow up on your care and inform you of treatment options or services that may be of interest to you or your family. They may include postcards, folding postcards, letters, telephone reminders or electronic reminders such as e-mail (unless you tell us that you do not want to receive these reminders).

### Abuse or Neglect

We will notify government authorities if we believe a patient is the victim of abuse, neglect or domestic violence. We will make this disclosure only when we are compelled by our ethical judgment, when we believe we are specifically required or authorized by law or with the patient's agreement.

### **Public Health and National Security**

We may be required to disclose to Federal officials or military authorities health information necessary to complete an investigation related to public health or national security. Health information could be important when the government believes that the public safety could benefit when the information could lead to the control or prevention of an epidemic.

### For Law Enforcement

As permitted or required by State or Federal law, we may disclose your health information to a law enforcement official for certain law enforcement purpose, including under certain limited circumstances, if you are a victim of a crime or in order to report a crime.

# Family, Friends, and Caregivers

We may share your health information with family; however we will be sure to ask your permission first. In the case of an emergency, where you are unable to tell us what you want we will use our very best judgment when sharing your health information only when it will be important to those participating in providing your care.

# Authorization to Use of Disclose Health Information

Other than what is stated above or where Federal, State or Local law requires us, we will not disclose your health information other than with your written authorization. You may revoke that authorization in writing at any time.

# **Patient Rights:**

- *You have the right* to request restriction on certain uses and disclosures of your health information. Our office will make every effort to honor reasonable restriction preferences from our patients.
- *You have the right* to request that we communicate with you in a certain way. You may request that we only communicate your health information privately with no other family members present or through mailed communications that are sealed. We will make every effort to honor your reasonable requests for confidential communications.
- *You have the right* to read, review and copy your health information, including your complete chart, x-rays and billing records. If you would like a copy of your health information, please let us know. We may need to charge you a reasonable fee to duplicate and assemble your copy.
- You have the right to ask us to update or modify your records if you believe your health information records are incorrect or incomplete. We will be happy to accommodate you as long as our office maintains this information. In order to standardize our process, please provide us with your request in writing and describe your reason for change. Your request may be denied if the health information record in question was not created by our office, is not part of our records or if the records containing your health information are determined to be accurate and complete.
- *You have the right* to ask us for a description of how and where your health information was used by our office for any reason other than for treatment, payment or health operations. Our documentations procedures will enable us to provide information on health information usage form April 14, 2003 and forward. Please let us know in writing the time period for which you are interested. Thank you for limiting your request to no more than six years at a time. We may charge you a reasonable fee for your request.
- *You have the right* to obtain a copy of this Notice of Privacy Practices directly from our office at any time.
- *You have the right* to express complaints to us or to the Secretary of Health and Human Services if you believe your privacy rights have been compromised. We encourage you to express any concerns you may have regarding the privacy of your information. Please let us know of your concerns or complaints in writing.

We are required by law to maintain the privacy or your health information and to provide to you and your representative this Notice of Privacy Practices. We are required to practice the policies and procedures described in this notice but we do reserve the right to change the terms of our Notice. If we change our Privacy Practices we will be sure all of our patients receive a copy of the revised Notice.

## Patient Acknowledgment

Thank you very much for taking time to review how we are carefully using your health information. If you have any questions we want to hear from you. If not we would appreciate very much you acknowledging your receipt of our policy by signing, dating, and returning this Notice.