

Please Print all Answers

## New Patient Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ SSN \_\_\_\_\_

Street Address \_\_\_\_\_ City / State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Cell Carrier \_\_\_\_\_

Home E-mail \_\_\_\_\_ Work E-mail \_\_\_\_\_ Birthdate \_\_\_\_\_

Married  Single  Sep  Divorced  Widowed Spouse's Name \_\_\_\_\_

Primary Doctor or Clinic \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Parent's Employer If Patient Is Minor / Child \_\_\_\_\_

Parents Social Security # If Patient Is Child \_\_\_\_\_

Emergency: Who Do We Call? \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Relative or Friend Not Living with You \_\_\_\_\_ Phone \_\_\_\_\_

### REFERRAL INFORMATION

WHO recommended you to our office?  My Doctor  Family / Friend  \_\_\_\_\_

Name \_\_\_\_\_ Address or Phone \_\_\_\_\_

### HEALTH INSURANCE INFORMATION

Name of Insurance Company \_\_\_\_\_ Group Number \_\_\_\_\_

Name of Insured (Policy Holder) \_\_\_\_\_ Policy Number \_\_\_\_\_

Insured Birthdate \_\_\_\_\_ Relationship to insured \_\_\_\_\_

### ACCIDENT INSURANCE INFORMATION – IF INJURY RELATED

Name of YOUR Auto Insurance Company \_\_\_\_\_

Adjuster Name \_\_\_\_\_ Adjuster Number \_\_\_\_\_

Accident Claim Number \_\_\_\_\_ Adjuster Fax \_\_\_\_\_

Name of LIABLE Insurance Company \_\_\_\_\_ Phone Number \_\_\_\_\_

Claim Number \_\_\_\_\_ Insured's Name \_\_\_\_\_

Attorney Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### WORK OR INJURY INSURANCE INFORMATION – IF INJURY RELATED

Employer or Responsible Party \_\_\_\_\_ Claim # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please provide the receptionist with your driver's license & insurance card to be photocopied for your permanent medical**

Welcome to our multi-specialty group practice, offering family practice & pain management medical care, chiropractic, physical therapy, rehabilitation, acupuncture, massage therapy, nutritional & psychological counseling. We will strive to help restore or improve your health but there are no guarantees or promises of improvement or complete recovery. Patients are encouraged to leave valuables at home or with an accompanying family member or friend. This Facility shall not be liable for the loss of or damage to any personal property including, but not limited to money, credit cards, clothing, jewelry, glasses/contacts, dental devices, hearing aids, furs, documents or any other items.

Your signature on this document fully authorizes our staff & doctors to perform any examinations, diagnostic tests &/or treatment as we may consider medically necessary & to release all information pertinent to your health, insurance or benefits to any & all applicable parties on your behalf. Our office and staff are committed to providing all patients regardless of race, color, national origin, age, sex, disability or religious or political beliefs quality health care services delivered with dignity and concern. HIPAA requires that we have you read & sign the federally governed Health Care Privacy Notice. This Notice is detailed on page -4- of this document. The Health Care Privacy Notice will explain when, where and why your confidential health information may be used, stored and/or shared and is a part of this document that is a permanent part of your medical records which is maintained in this office. You may receive a free photocopy of this document that you have signed just by asking one of our staff.

Your signature on this document confirms that you have read, understand and agree to comply with all of the terms & conditions of the Health Care Privacy Notice and all policies, consents, terms & conditions regarding your responsibilities to this Facility and that you grant the physicians, therapists and/or all staff of this Facility to use and share your confidential health information with others in order to treat you and/or in order to arrange for payment of your bill and/or for issues that concern this Facility operations and responsibilities. Please direct any questions or concerns to a member of our staff. We encourage questions and/or concerns to avoid misunderstandings. Office hours allow our patients convenience to schedule appointments before & after work as well as during lunch. If you must miss an appointment please notify us. If you do not show up for your scheduled appointment you will be charged \$15.00 as a missed appointment fee that you must pay before you are seen or treated again. We are available to immediately see new patients the same day or through our 24 hour - 7-day emergency service. As a courtesy for you, we may call you on the telephone when an appointment is missed and/or you have not been in for a while. If you do not wish for us to call you or mail you reminder cards please let us know in writing for your file.

**SYMPTOM SURVEY**

What is your chief problem or symptoms? \_\_\_\_\_  
 What caused the problem or symptoms to occur? \_\_\_\_\_  
 When did the problem or symptoms begin? \_\_\_\_\_  
 Have you seen another doctor for this problem?  No, If yes, who \_\_\_\_\_  
 What tests/procedures have been performed?  X-Ray  MRI  Surgery  Hospitalization  \_\_\_\_\_  
 Have you had this problem or symptoms in the past?  No, If yes, explain \_\_\_\_\_  
 Have you tried any other treatments for this?  No, If yes, explain \_\_\_\_\_  
 Is the problem or symptoms getting worse?  No, If yes, explain \_\_\_\_\_

**✓ ALL OF THE ITEMS THAT APPLY TO YOU NOW AND IN THE PAST:**

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Arthritis / Gout                  | <input type="checkbox"/> Depression/Anxiety    | <input type="checkbox"/> Pregnancy            | <input type="checkbox"/> High Cholesterol  | <input type="checkbox"/> Headaches             |
| <input type="checkbox"/> Eye Pain–Strain                   | <input type="checkbox"/> Dizziness             | <input type="checkbox"/> Seizures             | <input type="checkbox"/> Ringing in Ears   | <input type="checkbox"/> Blurred Vision        |
| <input type="checkbox"/> Jaw Pain                          | <input type="checkbox"/> Hepatitis C           | <input type="checkbox"/> Neck Pain / Spasms   | <input type="checkbox"/> Chronic Fatigue   | <input type="checkbox"/> Heart Disease- Attack |
| <input type="checkbox"/> Gall Stones                       | <input type="checkbox"/> Swallowing Difficulty | <input type="checkbox"/> Thyroid Problems     | <input type="checkbox"/> Chest Pain - SOB  | <input type="checkbox"/> Cancer                |
| <input type="checkbox"/> Anemia / Bleeding                 | <input type="checkbox"/> Hypertension          | <input type="checkbox"/> Stroke / CVA / TIA   | <input type="checkbox"/> Kidney Problems   | <input type="checkbox"/> Pancreatitis          |
| <input type="checkbox"/> Shortness of Breath               | <input type="checkbox"/> Irregular Heart Beat  | <input type="checkbox"/> HIV / AIDS           | <input type="checkbox"/> Asthma/Bronchitis | <input type="checkbox"/> Mid/Low Back Pain     |
| <input type="checkbox"/> Shoulder/Elbow Pain               | <input type="checkbox"/> Wrist or Hand Pain    | <input type="checkbox"/> Neuropathy           | <input type="checkbox"/> Hip/Knee/Leg Pain | <input type="checkbox"/> Foot or Ankle Pain    |
| <input type="checkbox"/> Stomach / Ulcer Pain              | <input type="checkbox"/> Diabetes              | <input type="checkbox"/> Groin or Rectal Pain | <input type="checkbox"/> Female Disorders  | <input type="checkbox"/> Urinary Problems      |
| <input type="checkbox"/> Skin Problems                     | <input type="checkbox"/> Broken Bones          | <input type="checkbox"/> Digestive Problems   | <input type="checkbox"/> Emphysema / COPD  | <input type="checkbox"/> Irregular Bowels      |
| <input type="checkbox"/> Other problem(s) not listed _____ |  |   |  |  |

**PATIENT & FAMILY HISTORY**

Preferred language (spoken & written)  English  Spanish  \_\_\_\_\_  
 Race  Caucasian  African-Am  \_\_\_\_\_  
 Ethnicity \_\_\_\_\_  
 What is your occupation? \_\_\_\_\_  Full Time  Part Time  
 What is your employment status?  Working  Sick Leave  Unemployed  Retired  
 Temp Disability  Perm Disability Last Day of Work \_\_\_\_\_  
 Do you use tobacco?  No  Yes Frequency: \_\_\_\_\_  
 Do you consume alcohol?  No  Yes Frequency: \_\_\_\_\_  
 Do you have a history of substance abuse?  No  Yes Frequency: \_\_\_\_\_  
 Severe accidents or trauma & dates \_\_\_\_\_  
 List all drug / chemical / latex / iodine allergies \_\_\_\_\_  
 List all current and past medications / drugs \_\_\_\_\_

Drug Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List all physicians you have seen in the past 5 years.  
 Name \_\_\_\_\_ For What? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Family History**

Father	<input type="checkbox"/> Living Age: _____	<input type="checkbox"/> Deceased – Cause of Death _____
Mother	<input type="checkbox"/> Living Age: _____	<input type="checkbox"/> Deceased – Cause of Death _____
Brother	<input type="checkbox"/> Living Age: _____	<input type="checkbox"/> Deceased – Cause of Death _____
Brother	<input type="checkbox"/> Living Age: _____	<input type="checkbox"/> Deceased – Cause of Death _____
Sister	<input type="checkbox"/> Living Age: _____	<input type="checkbox"/> Deceased – Cause of Death _____
Sister	<input type="checkbox"/> Living Age: _____	<input type="checkbox"/> Deceased – Cause of Death _____
<input type="checkbox"/> Other	_____	

**PAIN DRAWING**

Circle location(s) of your symptoms on body drawing. Outline using the symbols for the type of sensation.

Describe your pain (check all that apply):

- Constant
- Intermittent
- Recurring
- Stabbing
- Dull Ache
- Sharp
- Deep Ache
- Throbbing
- Tingling
- While Resting
- Daily
- During Exercise
- Nightly
- \_\_\_\_\_

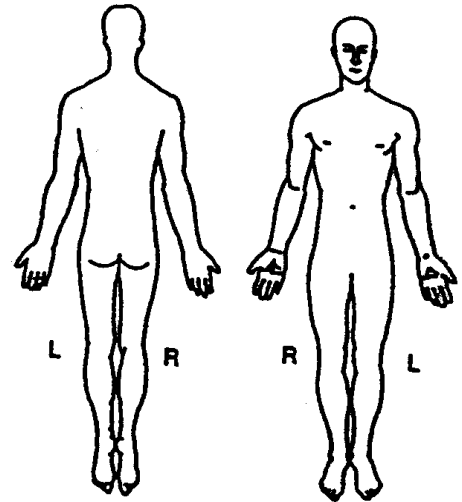
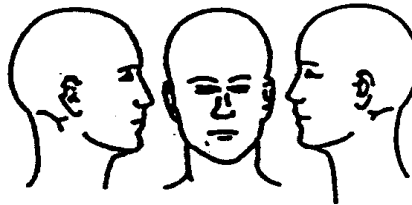
Cause of Pain:

- Traumatic \_\_\_\_\_
- Chronic \_\_\_\_\_
- Post Surgical
- Work Related
- Motor Vehicle
- Unknown

Pain	:: :: :: :: :: :: :: ::
Numbness	++++++
Burning	////////
Ache	XXXXXX

Onset of Pain:

- Sudden
- Gradual



On a scale of 1 to 10 how would you rate your pain level? \_\_\_\_\_ ( 1 = Mild, 10 = Intense)

What if anything gives you relief? \_\_\_\_\_

**IF YOUR PROBLEM OR SYMPTOMS ARE DUE TO AN ACCIDENT OR INJURY PLEASE COMPLETE BELOW**

**AUTO ACCIDENT**      Date \_\_\_\_\_      Time \_\_\_\_ [am] [pm]      Location \_\_\_\_\_

Were You       Driver       Passenger

Unconscious       Treated in E.R.

Wearing a Seat Belt       YES     NO

Transported by Ambulance       YES     NO

Vehicle Damage       Minimal – Moderate       Severe - Totaled

Was the vehicle towed away?       YES     NO

Police Report       None       Yes with Police Dept \_\_\_\_\_

Activities       No restrictions       Missed \_\_\_\_ days of work or school

I felt fine before the accident

**WORK RELATED**      Date \_\_\_\_\_      Time \_\_\_\_ [am] [pm]      Location \_\_\_\_\_

Describe injury and how it happened:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accident Reported to \_\_\_\_\_ on \_\_\_\_\_ (date)

No restrictions       Missed \_\_\_\_ days of work or school

I felt fine before the injury

## HEALTH CARE PRIVACY NOTICE – INFORMED CONSENT – ASSIGNMENT OF BENEFITS – AUTHORIZATION & LIEN

This office is committed to providing patients with quality health care services delivered with dignity, respect and concern. Fulfilling this commitment requires the efforts of the doctors, therapists, staff and patient working together as a team to obtain the maximum results. Patient satisfaction is a vital interest to our staff. This Facility is required by law to abide by the terms of this Health Care Privacy Notice, Patient Bill of Rights and Informed Consent as well as other applicable federal and state laws governing privacy practices in health care. Our Facility may change and/or modify the terms of this Notice at anytime without additional notice to you except to publicly post in our Facility and/or make available to patients any updated notices. Photocopy of this Notice is available to you upon request. The term Facility refers to this office or clinic. The term Provider refers to doctors and/or licensed professionals of this Facility. Our Facility & staff are committed to maintaining the privacy of your protected health information (PHI). PHI is information about you, including demographic information that may identify you and that may be related to your present, future and past physical or mental health or condition and the care and treatment you receive from our practice. This Notice describes how medical information about you may be used and disclosed and how you can obtain access to this information. Please read this Notice and direct questions, misunderstandings or concern to the Compliance Officer of this Facility. Our Facility may use & disclose your PHI for health care delivery purposes. Your PHI may be used and/or disclosed without your written authorization by the doctors and staff of this Facility for the purposes of your care and treatment; paying your health care bills; and to support the operations of this practice. Your doctor and the staff will take all reasonable measures to maintain the confidentiality of your PHI. The Privacy Rule allows you the right to review and receive copies of your health care records as it relates to your health care. The request must be in writing, allowing your provider 30 days to respond. Your provider may deny your request if it will cause harm to you or to another person. Your provider may charge a copy fee, which will be in compliance with State law. Your provider will comply with any reasonable request to have confidential communication by alternative means or at an alternative location if not doing so endangers you. You may request to have an amendment placed in your record if you disagree with anything in your record. This does not mean that anything will be removed or changed and the provider has the right to respond with a rebuttal statement if he/she feels it is necessary. You may revoke authorization, in writing, at any time, except in the event that the provider has acted as indicated in the doctor's Authorization Notice. You have the right to file a written complaint with our Compliance Officer if you believe that any of your privacy rights have been violated. You can obtain a complaint form from the Compliance Officer and/or the Office of the Civil Rights. All complaints must be filed within 180 days of when you knew or should have known that the violation occurred. The Privacy Law prohibits our Facility from taking any retaliatory actions against anyone who files a complaint. A more detailed, updated & comprehensive Health Care Privacy Notice is available for your review in this Facility. I understand that this Facility, its doctors & staff are accepting my case based on examination findings & believe the outlined treatment should produce change and/or improvement. However as with any diagnostic test, procedure, examination or doctors care, a guarantee of improvement or complete recovery cannot and has not been made and it is even possible that no change will occur. Our Facility further wants you to understand your Patient Bill of Rights, options for care and risks of treatments rendered by us. In the practice of medicine, surgery, chiropractic, spinal or joint manipulations / adjustments, podiatry, psychological counseling, massage, physical, occupation, speech & respiratory therapy there are some risks. These risks may include but are not limited to soreness, dizziness, fractures or joint injury, disk injuries, strokes, heart-attacks, dislocations, sprains-strains, drug interactions, procedural complications, reactions and/or other injuries which maybe short or long term or side effects which cannot be pre-determined.

I do not expect the doctor/provider to be able to anticipate and explain all risks and/or complications, and I wish to rely on the doctor/provider to exercise judgment during the course of the procedure(s) which the doctor/provider feels at the time is in my best interest. As our patient you can voluntarily stop care or ask questions about reasonable alternatives to the procedures we will recommend including but not limited to rest, home applications of therapy, prescription or over-the-counter medications, exercises and/or referral to a medical/surgical specialist. In addition, because psycho-social, spiritual, and cultural values affect a patient's response to care, patients are allowed to express and follow spiritual beliefs and cultural practices that do not harm others or interfere with the planned course of treatment. Patients have the right to refuse treatment, but must be aware of the probable consequences of refusing treatment and/or failing to cooperate with the prescribed treatment. Should you refuse and/or fail to comply with prescribed treatment your provider will discuss specific consequences with you. Therefore I give my full consent to the doctor/provider to render treatment on me or the minor for whom I am legally responsible by a health care provider of this Facility. I, the assignee, being the patient or legal guardian for said minor listed below, do hereby irrevocably authorize, direct, assign and give a full lien to the office named above and listed below, hereinafter referred to as the "Facility" against any & all insurance benefits, proceeds of any settlement, judgment or verdict which may be paid to the undersigned as a result of the injuries or illness for which I have been treated by the Facility. I, the assignee further authorizes any and all insurance company, attorney and any & all third party payer to pay directly to the Facility all sums of money due them for any & all services rendered to me or minor by whom I am responsible for by reason of accident, illness and by any & all reason of any other bills that are due or may become due, and to withhold such sums from any health & accident, workers compensation and or including all insurance or third party benefits. Assignee agrees that this Facility & staff may deliver medical records, consultations, depositions and/or court appearances which must be paid in full in advance and authorizes this Facility to release any information pertinent to said health care to any insurance company, adjuster, attorney or legal service bureau to facilitate collections under the terms of this document. Assignee grants the Facility a full power of attorney to endorse &/or sign my name on any & all checks for payment of any indebtedness owed this office & assignee.

## INSURANCE BENEFITS – CREDIT POLICIES – PAYMENT TERMS & CONDITIONS

As a courtesy, the Facility will obtain a verification of applicable insurance benefits as they are quoted to us but some third party payers misquote benefits, coverage and liability. Our Facility & staff are not responsible for what a third party payer and/or representative may tell us. Any contractual, written, verbal or other obligations or arrangements between you and an attorney, insurance company, liable or third party payer are between you and said person.

1. Our Facility will file initial insurance claims for you. Secondary claim submission and/or additional reports or documents sent for your benefit may result in an additional filing or medical report charges, which you are responsible to pay.
2. Co-pays, deductibles and all non-covered service charges are due the day the service is rendered.
3. Patients are responsible for charges on all service(s) and/or product(s) which may exceed the maximum allowable and/or when a third party and/or insurance carrier does not reimburse this Facility enough to meet our cost of service.
4. All account balances, including automobile and work injury claims must be paid in full within 90 days of treatment. Patients are fully responsible for all money owed this office and such payment is not contingent on any settlement, claim, judgment, or verdict by which they may eventually recover said fee and it is also regardless of any attorney liens or pending settlement(s). If a third party payer fails to pay said balance in full within the 90-day period, the patient must pay the balance in full. Assignee is fully responsible for all money owed this Facility for any and all treatment, products & services rendered to the patient or minor shown below.
5. A non-discriminatory "Time of Service Discount" is offered to anyone who pays for services the day they are rendered. The "TOS" is only offered on the day the service is rendered. This discount does not apply to orthopedic supports, orthotics, physical therapy equipment rentals or purchases, vitamins, supplements, ointments, acupuncture treatments, weight loss programs, psychological counseling services and massage therapy.
6. A service charge is computed by a 'periodic rate' of 1½ % per month – 18% per annum & is added to all balances owed 60+ days. Any balance past due 90 days or more may be submitted to an attorney and/or agency for legal collection for which the undersigned agrees to be 100% responsible for all monthly service charges, interest, costs related to but not limited to all collection related expenses, attorney fees, court & filing fee's. Returned checks, debit & credit charges made payable to this Facility for insufficient funds, stop payments or other reasons of non-payment will be assessed a \$30.00 charge.
7. Patients are eligible for a maximum \$250 personal credit limit when approved. For your convenience we accept most major credit & debit cards.

## PATIENT CONSENT & SIGNATURE

By my signature below I acknowledge that I have read or have had read to me and have received a photocopy upon my request of this document including the Health Care Privacy Notice, Facility terms & conditions, credit policies and Informed Consent and fully understand and have had all of my questions answered to my satisfaction. A photocopy of this document shall be considered as effective and valid as an original. I have made my decision voluntarily and freely to submit for healthcare services in this facility.

Print Name of Patient

X

Signature of Patient (if minor, parent or legal guardian must sign)

Date