



## **New Patient Paperwork**

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Patient: \_\_\_\_\_  
Last Name First Name Initial

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Sex:  M  F Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Status:  Single  Married  Widowed  Separated  Divorced

Email: \_\_\_\_\_ Newsletter?  Y  N

\*Person to contact in an emergency (Name, Phone #, Relationship to Patient):  
\_\_\_\_\_

### **Chief Complaint (Please be concise & thorough)**

**Chief Complaint (Reason you are seeking Care):** \_\_\_\_\_  
\_\_\_\_\_

**When/How often are you experiencing this problem?** \_\_\_\_\_  
\_\_\_\_\_

**Does the pain/problem radiate or travel anywhere?** \_\_\_\_\_  
\_\_\_\_\_

**Has the problem changed since it started? If so, how?** \_\_\_\_\_  
\_\_\_\_\_

**What makes it better? What makes it worse?** \_\_\_\_\_  
\_\_\_\_\_

**When did this start? Have you ever had this issue before?** \_\_\_\_\_  
\_\_\_\_\_

**What other therapies/ have you tried for this problem?** \_\_\_\_\_  
\_\_\_\_\_

**Have you had any current tests/exams/imaging done?** \_\_\_\_\_  
\_\_\_\_\_

**What daily activities is this affecting or preventing?** \_\_\_\_\_  
\_\_\_\_\_

**PAIN SCALE:** Rate the severity of your pain by checking a box on the following scale.

<b>No Pain(Discomfort)</b>	0	1	2	3	4	5	6	7	8	9	10	<b>Excruating Pain(Discomfort)</b>
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### Loss of Enjoyment of Daily Living

\*Please check all the daily living activities that cause you pain/discomfort because of your **Chief** complaint.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Dressing               | <input type="checkbox"/> Shopping                 | <input type="checkbox"/> Opening a jar                                    |
| <input type="checkbox"/> Tying my shoes         | <input type="checkbox"/> Playing with my children | <input type="checkbox"/> Lifting a pan when cooking                       |
| <input type="checkbox"/> Bathing(washing hair)  | <input type="checkbox"/> Caring for my children   | <input type="checkbox"/> Using my home computer/devices                   |
| <input type="checkbox"/> Leaning forward        | <input type="checkbox"/> Bending at the waist     | <input type="checkbox"/> Climbing stairs                                  |
| <input type="checkbox"/> Laying in bed          | <input type="checkbox"/> Exercise                 | <input type="checkbox"/> Going down stairs                                |
| <input type="checkbox"/> Sleeping               | <input type="checkbox"/> Squatting down           | <input type="checkbox"/> Turning head left or right                       |
| <input type="checkbox"/> Sitting in chair       | <input type="checkbox"/> Kneeling                 | <input type="checkbox"/> Holding up head all day                          |
| <input type="checkbox"/> Going out with friends | <input type="checkbox"/> Stooping                 | <input type="checkbox"/> I have pain sitting doing nothing                |
| <input type="checkbox"/> Writing/Reading        | <input type="checkbox"/> Climbing stairs          | <input type="checkbox"/> Life has become a chore just to do normal things |
| <input type="checkbox"/> other: _____           |   | <input type="checkbox"/> other: _____                                     |

### Loss of Enjoyment of Sports/Exercise

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> My exercise was affected by this crash | <input type="checkbox"/> I have gained _____ pounds since the accident  |  |
| <input type="checkbox"/> Going to the gym causes pain           | <input type="checkbox"/> I had to quit my _____ team after the accident |  |
| <input type="checkbox"/> I am no longer able to work out        | <input type="checkbox"/> I don't enjoy the sport of _____ anymore       |  |
| <input type="checkbox"/> Running cause pain                     | <input type="checkbox"/> I have lost sports income since the crash      |  |
| <input type="checkbox"/> I am no longer able to run             | <input type="checkbox"/> I am an amateur athlete                        | <input type="checkbox"/> I am a professional athlete |

### Loss of Enjoyment of Hobbies

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> My hobbies were affected by the accident |  |  |
| <input type="checkbox"/> Hobby #1 _____                           | <input type="checkbox"/> Hobby #2 _____              | <input type="checkbox"/> Hobby #3 _____              |
| <input type="checkbox"/> I can't do hobby #1 anymore              | <input type="checkbox"/> I can't do hobby #2 anymore | <input type="checkbox"/> I can't do hobby #3 anymore |
| <input type="checkbox"/> I do hobby #1 but in pain                | <input type="checkbox"/> I do hobby #2 but in pain   | <input type="checkbox"/> I do hobby #3 but in pain   |

### Loss of Enjoyment of Travel

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Business travel was affected by crash | <input type="checkbox"/> I have anxiety when I am in a car        | <input type="checkbox"/> I am in pain after 1 hour of traveling                       |
| <input type="checkbox"/> Pleasure travel was affected by crash | <input type="checkbox"/> I am in too much pain to travel by plane | <input type="checkbox"/> I missed time with my family/friends because I cannot travel |
| <input type="checkbox"/> I am in too much pain to drive        | <input type="checkbox"/> I am in pain after 15 mins of traveling  |   |
| <input type="checkbox"/> I am in too much pain to sit in a car | <input type="checkbox"/> I am in pain after 30 mins of traveling  | <input type="checkbox"/> I missed a vacation because I cannot travel                  |

**Second Complaint (Please be concise & thorough)**

**Secondary Complaint:** \_\_\_\_\_

\_\_\_\_\_

**When/How often are you experiencing this problem?** \_\_\_\_\_

\_\_\_\_\_

**Does the pain/problem radiate or travel anywhere?** \_\_\_\_\_

\_\_\_\_\_

**Has the problem changed since it started? If so, how?** \_\_\_\_\_

\_\_\_\_\_

**What makes it better? What makes it worse?** \_\_\_\_\_

\_\_\_\_\_

**When did this start? Have you ever had this issue before?** \_\_\_\_\_

\_\_\_\_\_

**What other therapies/ have you tried for this problem?** \_\_\_\_\_

\_\_\_\_\_

**Have you had any current tests/exams/imaging done?** \_\_\_\_\_

\_\_\_\_\_

**What daily activities is this affecting or preventing?** \_\_\_\_\_

\_\_\_\_\_

**PAIN SCALE:** Rate the severity of your pain by checking a box on the following scale.

**No  
Pain(Discomfort)**

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

**Excruciating  
Pain(Discomfort)**

### Loss of Enjoyment of Daily Living

\*Please check all the daily living activities that cause you pain/discomfort because of your **Second** complaint.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Dressing               | <input type="checkbox"/> Shopping                 | <input type="checkbox"/> Opening a jar                                    |
| <input type="checkbox"/> Tying my shoes         | <input type="checkbox"/> Playing with my children | <input type="checkbox"/> Lifting a pan when cooking                       |
| <input type="checkbox"/> Bathing(washing hair)  | <input type="checkbox"/> Caring for my children   | <input type="checkbox"/> Using my home computer/devices                   |
| <input type="checkbox"/> Leaning forward        | <input type="checkbox"/> Bending at the waist     | <input type="checkbox"/> Climbing stairs                                  |
| <input type="checkbox"/> Laying in bed          | <input type="checkbox"/> Exercise                 | <input type="checkbox"/> Going down stairs                                |
| <input type="checkbox"/> Sleeping               | <input type="checkbox"/> Squatting down           | <input type="checkbox"/> Turning head left or right                       |
| <input type="checkbox"/> Sitting in chair       | <input type="checkbox"/> Kneeling                 | <input type="checkbox"/> Holding up head all day                          |
| <input type="checkbox"/> Going out with friends | <input type="checkbox"/> Stooping                 | <input type="checkbox"/> I have pain sitting doing nothing                |
| <input type="checkbox"/> Writing/Reading        | <input type="checkbox"/> Climbing stairs          | <input type="checkbox"/> Life has become a chore just to do normal things |
| <input type="checkbox"/> other: _____           |   | <input type="checkbox"/> other: _____                                     |

### Loss of Enjoyment of Sports/Exercise

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> My exercise was affected by this crash | <input type="checkbox"/> I have gained _____ pounds since the accident  |  |
| <input type="checkbox"/> Going to the gym causes pain           | <input type="checkbox"/> I had to quit my _____ team after the accident |  |
| <input type="checkbox"/> I am no longer able to work out        | <input type="checkbox"/> I don't enjoy the sport of _____ anymore       |  |
| <input type="checkbox"/> Running cause pain                     | <input type="checkbox"/> I have lost sports income since the crash      |  |
| <input type="checkbox"/> I am no longer able to run             | <input type="checkbox"/> I am an amateur athlete                        | <input type="checkbox"/> I am a professional athlete |

### Loss of Enjoyment of Hobbies

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> My hobbies were affected by the accident |  |  |
| <input type="checkbox"/> Hobby #1 _____                           | <input type="checkbox"/> Hobby #2 _____              | <input type="checkbox"/> Hobby #3 _____              |
| <input type="checkbox"/> I can't do hobby #1 anymore              | <input type="checkbox"/> I can't do hobby #2 anymore | <input type="checkbox"/> I can't do hobby #3 anymore |
| <input type="checkbox"/> I do hobby #1 but in pain                | <input type="checkbox"/> I do hobby #2 but in pain   | <input type="checkbox"/> I do hobby #3 but in pain   |

### Loss of Enjoyment of Travel

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Business travel was affected by crash | <input type="checkbox"/> I have anxiety when I am in a car        | <input type="checkbox"/> I am in pain after 1 hour of traveling                       |
| <input type="checkbox"/> Pleasure travel was affected by crash | <input type="checkbox"/> I am in too much pain to travel by plane | <input type="checkbox"/> I missed time with my family/friends because I cannot travel |
| <input type="checkbox"/> I am in too much pain to drive        | <input type="checkbox"/> I am in pain after 15 mins of traveling  |   |
| <input type="checkbox"/> I am in too much pain to sit in a car | <input type="checkbox"/> I am in pain after 30 mins of traveling  | <input type="checkbox"/> I missed a vacation because I cannot travel                  |

**Third Complaint (Please be concise & thorough)**

**Third Complaint:** \_\_\_\_\_  
\_\_\_\_\_

**When/How often are you experiencing this problem?** \_\_\_\_\_  
\_\_\_\_\_

**Does the pain/problem radiate or travel anywhere?** \_\_\_\_\_  
\_\_\_\_\_

**Has the problem changed since it started? If so, how?** \_\_\_\_\_  
\_\_\_\_\_

**What makes it better? What makes it worse?** \_\_\_\_\_  
\_\_\_\_\_

**When did this start? Have you ever had this issue before?** \_\_\_\_\_  
\_\_\_\_\_

**What other therapies/ have you tried for this problem?** \_\_\_\_\_  
\_\_\_\_\_

**Have you had any current tests/exams/imaging done?** \_\_\_\_\_  
\_\_\_\_\_

**What daily activities is this affecting or preventing?** \_\_\_\_\_  
\_\_\_\_\_

**PAIN SCALE:** Rate the severity of your pain by checking a box on the following scale.

**No  
Pain(Discomfort)**

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

**Excruciating  
Pain(Discomfort)**

### Loss of Enjoyment of Daily Living

\*Please check all the daily living activities that cause you pain/discomfort because of your **Third** complaint.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Dressing               | <input type="checkbox"/> Shopping                 | <input type="checkbox"/> Opening a jar                                    |
| <input type="checkbox"/> Tying my shoes         | <input type="checkbox"/> Playing with my children | <input type="checkbox"/> Lifting a pan when cooking                       |
| <input type="checkbox"/> Bathing(washing hair)  | <input type="checkbox"/> Caring for my children   | <input type="checkbox"/> Using my home computer/devices                   |
| <input type="checkbox"/> Leaning forward        | <input type="checkbox"/> Bending at the waist     | <input type="checkbox"/> Climbing stairs                                  |
| <input type="checkbox"/> Laying in bed          | <input type="checkbox"/> Exercise                 | <input type="checkbox"/> Going down stairs                                |
| <input type="checkbox"/> Sleeping               | <input type="checkbox"/> Squatting down           | <input type="checkbox"/> Turning head left or right                       |
| <input type="checkbox"/> Sitting in chair       | <input type="checkbox"/> Kneeling                 | <input type="checkbox"/> Holding up head all day                          |
| <input type="checkbox"/> Going out with friends | <input type="checkbox"/> Stooping                 | <input type="checkbox"/> I have pain sitting doing nothing                |
| <input type="checkbox"/> Writing/Reading        | <input type="checkbox"/> Climbing stairs          | <input type="checkbox"/> Life has become a chore just to do normal things |
| <input type="checkbox"/> other: _____           |   | <input type="checkbox"/> other: _____                                     |

### Loss of Enjoyment of Sports/Exercise

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> My exercise was affected by this crash | <input type="checkbox"/> I have gained _____ pounds since the accident  |  |
| <input type="checkbox"/> Going to the gym causes pain           | <input type="checkbox"/> I had to quit my _____ team after the accident |  |
| <input type="checkbox"/> I am no longer able to work out        | <input type="checkbox"/> I don't enjoy the sport of _____ anymore       |  |
| <input type="checkbox"/> Running cause pain                     | <input type="checkbox"/> I have lost sports income since the crash      |  |
| <input type="checkbox"/> I am no longer able to run             | <input type="checkbox"/> I am an amateur athlete                        | <input type="checkbox"/> I am a professional athlete |

### Loss of Enjoyment of Hobbies

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> My hobbies were affected by the accident |  |  |
| <input type="checkbox"/> Hobby #1 _____                           | <input type="checkbox"/> Hobby #2 _____              | <input type="checkbox"/> Hobby #3 _____              |
| <input type="checkbox"/> I can't do hobby #1 anymore              | <input type="checkbox"/> I can't do hobby #2 anymore | <input type="checkbox"/> I can't do hobby #3 anymore |
| <input type="checkbox"/> I do hobby #1 but in pain                | <input type="checkbox"/> I do hobby #2 but in pain   | <input type="checkbox"/> I do hobby #3 but in pain   |

### Loss of Enjoyment of Travel

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Business travel was affected by crash | <input type="checkbox"/> I have anxiety when I am in a car        | <input type="checkbox"/> I am in pain after 1 hour of traveling                       |
| <input type="checkbox"/> Pleasure travel was affected by crash | <input type="checkbox"/> I am in too much pain to travel by plane | <input type="checkbox"/> I missed time with my family/friends because I cannot travel |
| <input type="checkbox"/> I am in too much pain to drive        | <input type="checkbox"/> I am in pain after 15 mins of traveling  |   |
| <input type="checkbox"/> I am in too much pain to sit in a car | <input type="checkbox"/> I am in pain after 30 mins of traveling  | <input type="checkbox"/> I missed a vacation because I cannot travel                  |



**WHO MAY WE THANK FOR REFERRING YOU TO OUR OFFICE?** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Medications:** *(please list all medications and supplements that you currently take)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Allergies:** *(please list all medications that cause allergic reaction)*

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Smoking:** \_\_\_ Yes \_\_\_ No If yes, \_\_\_\_\_ Packs per Day for \_\_\_\_\_ years

**Alcohol** \_\_\_ Yes \_\_\_ No If yes, Number of drinks per week \_\_\_\_\_

**Exercise:** \_\_\_ Yes \_\_\_ No If yes, How often per week \_\_\_\_\_ and duration \_\_\_\_\_

**Diet** \_\_\_ Yes \_\_\_ No If yes, Number of meals per day \_\_\_\_\_

**Pregnancy (Females):** Please circle answer

**yes    no**

**Surgical History and Medical Implants:** Please list ALL previous surgery/implants and the date on which it was performed:

Surgery _____	Date _____
_____	_____
_____	_____
_____	_____
_____	_____

**History of Motor Vehicle Collision/Falls/Sports Injuries:** Please list with the approximate date on which it happened:

Injury _____	Date _____
_____	_____
_____	_____
_____	_____
_____	_____

**Medical alerts:** Please list any medical alerts you may have:

\_\_\_\_\_

**PATIENT INSURANCE INFORMATION:**

Do you have an open case auto claim that you expect to pay for care?  Yes  No  
 Do you have Medicare Part B benefits?  Yes  No

**Personal Medical History & Review of Systems:**

Please indicate with an "X" any medical problems that you currently have or have had in the past.

**NO MEDICAL PROBLEMS** - no prior history of any significant medical problems

**Musculoskeletal Bone & Joint Disorders**

osteoarthritis  gout  osteomyelitis  
 rheumatoid arthritis  lupus  ankylosing spondylitis  other: \_\_\_\_\_

**Neurologic Disorders**

stroke or TIA  parkinson's  cerebral palsy  
 peripheral neuropathy  MS  polio  
 anxiety and/or panic  difficulty concentrating  epilepsy or seizures  other: \_\_\_\_\_

**Ear, Nose, Throat Disorders**

chronic ear infections  dizziness  postnasal drip  
 difficulty swallowing  ringing in the ears  other: \_\_\_\_\_

**Cardiovascular / Heart and peripheral vascular disease**

chest pain / angina  high blood pressure  irregular heartbeat, arrhythmia  
 heart attack, myocardial infarction  heart murmur, valve disorder  peripheral vascular disease  
 congestive heart failure  mitral valve prolapse  deep vein thrombosis  
 bleeding problems  other: \_\_\_\_\_

**Respiratory - Lungs / Pulmonary – Breathing Disorders**

asthma  pulmonary embolism  respiratory arrest  
 COPD  pneumonia  sleep apnea  
 emphysema  tuberculosis  other: \_\_\_\_\_

**Gastrointestinal Disorders**

peptic ulcer or stomach ulcer  diverticulitis  hepatitis - Type \_\_\_\_\_  
 acid reflux, GERD  irritable bowel  liver disease  
 GI bleed  inflammatory bowel disease  other: \_\_\_\_\_

**Genitourinary Disorders**

urinary tract infection  kidney problems  dialysis, kidney failure  
 bladder problems  kidney stones  other: \_\_\_\_\_

**Endocrine & Metabolic Disorders**

hyperthyroidism  Diabetes x \_\_\_\_\_ years  increase urination  
 hypothyroidism  excessive thirst  feeling hot or cold all the time  
 high cholesterol or lipids  cushing's syndrome  other: \_\_\_\_\_  
 Cancer : any type -- please specify \_\_\_\_\_

**Dermatological & Hemopoietic Disorders**

change in hair or nails  skin disorder \_\_\_\_\_  excessive hair loss  
 easy bruising  psoriasis  skin cancer  
 sickle cell disease  any skin ulcer  skin rashes  
 eczema  gum bleeding, tooth abscess, gingivitis  other: \_\_\_\_\_

Other medical problems NOT included above (explain) \_\_\_\_\_





**Family History:**

Please indicate with an "X" any significant family medical history or problems.

- asthma, COPD or Emphysema, heart attack, myocardial infarction, irregular heartbeat, arrhythmia, other heart, peripheral neuropathy, osteoarthritis, rheumatoid arthritis, acid reflux, GERD, hepatitis - Type, liver disease, kidney problems, diabetes, thyroid problems, Malignant hyperthermia, tuberculosis, other lung, MS or Parkinson's, Lupus, Other bone & joint, inflammatory bowel disease, other GI, dialysis, kidney failure, psoriasis, sickle cell disease, sleep apnea, congestive heart failure, bleeding problems, other neuro, gout, high cholesterol or lipids, any skin ulcer

Other medical problems NOT included above (explain)

**INDICATE PAST CHIROPRACTIC CARE(Please circle all that applies):**

- None, Traditional Chiropractic, NUCCA, Other Upper Cervical Care

**PRIMARY CARE PROVIDER:**

Provider Name/Address/Phone:

**PLEASE LIST ALL OTHER HEALTHCARE PROVIDERS:**

Dentist: Name/Address/Phone:

Neurologist: Name/Address/Phone:

Specialist: Name/Address/Phone:

Physical Therapist: Name/Address/Phone:

Massage Therapist: Name/Address/Phone:



## Informed Consent

Chiropractic care, like all forms of health care, while offering considerable benefit, may also provide some level of risk. This level of risk is most often very minimal, yet in rare cases injury has been associated with chiropractic care. The types of complications that have been reported secondary to chiropractic care in general include sprain/strain injuries, irritation of a disc condition, and rarely, fractures. There are reported cases of stroke associated with visits to medical doctors and chiropractors. Research and scientific evidence does not establish a cause and effect relationship between chiropractic adjustments and the occurrence of stroke; rather, recent studies indicate that patients may be consulting medical doctors and chiropractors when they are in early stages of a stroke. In essence, there may be a stroke already in process. However, you are being informed of this reported association because a stroke may cause serious neurological impairment or even death. There have been no reports of any such injuries occurring in association with the gentle upper cervical correction that we perform in this office.

Prior to receiving care in this office, a health history and examination will be completed. We will assess your specific condition, your overall health, and, in particular, your spinal health. This will assist us in determining if NUCCA care is needed, or if any further examinations or studies are needed before initiating care. In addition, they will help us determine if there is any reason to modify your care or provide you with a referral to another health care provider. All relevant findings will be reported to you along with a program of care prior to any treatment.

We do not offer to diagnose or provide care for any disease or condition other than your Subluxations. However, if during the course of evaluation and care we encounter non-chiropractic or unusual findings, we will inform you. If you desire advice, diagnosis or treatment for those findings, we will recommend that you seek the services of a healthcare provider that specializes in that area.

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I understand and accept that there are risks associated with chiropractic care and give my consent to the examinations that the doctor deems necessary, and to the upper cervical chiropractic care including upper cervical spinal corrections, as reported following my assessment.

Patient

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

Patient

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian Signature: \_\_\_\_\_

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**Do not Write Below this line**

**Office use Only**

Witness Signature (Office Staff): \_\_\_\_\_ Date: \_\_\_\_\_



## **PRIVATE HEALTH INFORMATION (PHI)**

We may use and disclose your PHI (private health information) in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We may also disclose your PHI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute. We may use or disclose your PHI for workers compensation and similar programs. In direct reference to § 164.506 Uses and disclosures to carry out treatment, payment, or health care operations, the following will apply:

*(a) Standard: Permitted uses and disclosures.* Except with respect to uses or disclosures that require an authorization under § 164.508(a)(2) and (3), a covered entity may use or disclose protected health information for treatment, payment, or health care operations as set forth in paragraph (c) of this section, provided that such use or disclosure is consistent with other applicable requirements of this subpart.

*(b) Standard: Consent for uses and disclosures permitted.* (1) A covered entity may obtain consent of the individual to use or disclose protected health information to carry out treatment, payment, or health care operations.(2) Consent, under paragraph (b) of this section, shall not be effective to permit a use or disclosure of protected health information when an authorization, under § 164.508, is required or when another condition must be met for such use or disclosure to be permissible under this subpart.

*(c) Implementation specifications:* Treatment, payment, or health care operations.(1) A covered entity may use or disclose protected health information for its own treatment, payment, or health care operations.(2) A covered entity may disclose protected health information for treatment activities of a health care provider.(3) A covered entity may disclose protected health information to another covered entity or a health care provider for the payment activities of the entity that receives the information.(4) A covered entity may disclose protected health information to another covered entity for health care operations activities of the entity that receives the information, if each entity either has or had a relationship with the individual who is the subject of the protected health information being requested, the protected health information pertains to such relationship, and the disclosure is:(i) For a purpose listed in paragraph (1) or (2) of the definition of health care operations; or(ii) For the purpose of health care fraud and abuse detection or compliance.(5) A covered entity that participates in an organized health care arrangement may disclose protected health information about an individual to another covered entity that participates in the organized health care arrangement for any health care operations activities of the organized health care arrangement.

We may use a sign-in sheet at the front desk and we may call you in to see the doctor by name.

We may contact you by mail or phone, at your residence, to remind you of appointments or to provide information about treatment alternatives. Unless you instruct us otherwise, we may mail you a postcard reminding you to make an appointment and we may leave a message for you on any answering device or with any person who answers the phone at your residence.

You can make a reasonable request for us to use alternative methods of communicating with you in a confidential manner. These requests must be submitted in writing in a clear and concise fashion. We are not required to agree with your request. However, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies or when information is necessary to treat you.

Rights that you have:

You have the right to request restrictions on some of the uses or disclosures described above. Except as stated, we are not required to agree to such restrictions.



You have the right to inspect and obtain copies of your medical information. (A fee for the costs of copying, mailing, labor and supplies associated with your request will be charged.)

You have the right to request amendments to your medical information. Such requests must be in writing, and must state the reason for the requested amendment. We will notify you as to whether we agree or disagree with the requested amendment. If we disagree with any requested amendment, we will further notify you of your rights.

You have the right to request an accounting of any disclosure we make of your medical information except for disclosures we make to you, to carry out treatment, payment or healthcare operations, as requested by your written authorization, as permitted or required under 45 CFR 164.502, for emergency or notification purposes, for national security or intelligence purposes as permitted by law, or to correctional facilities or law enforcement officials as permitted by law.

You have the right to receive a paper copy of this notice. To obtain a paper copy of this notice, please contact our office manager.

You have the right to file a complaint if you believe your privacy rights have been violated. You may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing and addressed to this office at the above address. You will not be penalized for filing a complaint.

This privacy policy is subject to change as circumstances dictate. Any changes will be effective upon the release of a revised policy as stated in this notice.

Signature of Patient or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Patient or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Patient Agreement for PIP Coverage:

**ASSIGNMENT AND RELEASE**

I, the undersigned, have AUTO insurance coverage with \_\_\_\_\_  
Name of Insurance Company

and assign directly to Dr. \_\_\_\_\_ all medical benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the doctor to release all information necessary to secure the payment of benefits. I authorize the use of this signature on all my insurance submissions.

\_\_\_\_\_  
Signature of Insured/Guardian

\_\_\_\_\_  
Date