

# CONFIDENTIAL PATIENT HISTORY

Date \_\_\_\_\_

Name (including middle initial) \_\_\_\_\_

Male  Female  Marital Status: M S W D O

Address \_\_\_\_\_ No. of Children \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Social Security Number \_\_\_\_\_

Age \_\_\_\_\_ Birth Date \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Spouse \_\_\_\_\_ Spouse Social Security Number \_\_\_\_\_

Spouse Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Your Insurance Company \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

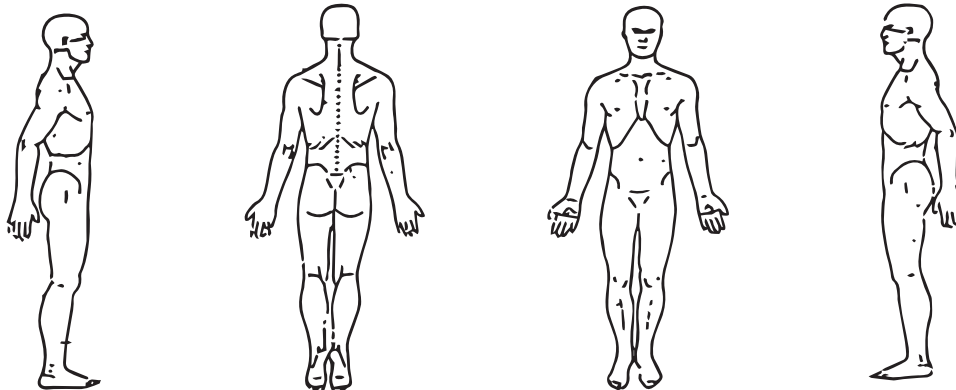
*(Nearest relative or friend, not spouse)*

How do you prefer to be verbally addressed? \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_

Present Complaint \_\_\_\_\_

**MARK ON THE PICTURE WHERE YOU HAVE PAIN OR OTHER SYMPTOMS. INCLUDE SYMPTOMS OF PAIN, NUMBNESS OR TINGLING, ETC.**



**Patient Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

When did your problem begin? Specific date if possible \_\_\_\_\_

How did your problem begin? \_\_\_\_\_

In the past have you had anything similar to this?  YES  NO Please explain \_\_\_\_\_

Please describe the character of your current pain. You may check one or more answers.

- Sharp  Stabbing  Burning  Shooting  Aches  Soreness  
 Weakness  Throbbing  Numbness  Dull  Constricting  Stiff  
 Other \_\_\_\_\_

On a Scale from 0-10, with 10 being the worst pain you have experienced and 0 being no pain.

What is your current scale of pain? 0 1 2 3 4 5 6 7 8 9 10

How often are the complaints present?

- Constant/100% of time  Frequent/75%  Intermittent/50%  Occasional/25%

Comments: \_\_\_\_\_

Is the pain:  Increasing  Decreasing  Not Changing  Varies

Pain is aggravated by:  Walking  Sitting  Standing  Riding in a car  Lifting  
 Bending  Stretching  Twisting  Running  Transitioning from seated to standing  
 Other \_\_\_\_\_

Pain is reduced by:

- Medicine  Exercise  Rest  Physical Therapy  
 Other \_\_\_\_\_

What would you like to do, but can't, because of your pain? \_\_\_\_\_

Are your complaints, **in any way**, affecting your ability to work or be active?

- No effect  Some physical restrictions  Unable to perform regular duties

Is there any dizziness associated with symptoms?  YES  NO

Any fever or chills?  YES  NO

Any change in bowel or bladder (bathroom) function?  YES  NO

Are your complaints affecting your ability to sleep?  YES  NO Explain: \_\_\_\_\_

On average, how many hours of sleep do you get per night? \_\_\_\_\_

Do you sleep through the night uninterrupted?  YES  NO  Sometimes

How do you rate your overall health?  Excellent  Good  Fair  Poor

For your present complaint have you seen any other doctors or had any physical therapy?  YES  NO

If yes, who? \_\_\_\_\_ What treatment? \_\_\_\_\_

**Patient Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

FAMILY DOCTOR/PRIMARY CARE PHYSICIAN \_\_\_\_\_

*We normally keep your family doctor and/or referring physician informed regarding your care at this office.*

Is that okay?  YES  NO Please specify name and address: \_\_\_\_\_

## MEDICAL HISTORY

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Anemia  | <input type="checkbox"/> Depression         | <input type="checkbox"/> Respiratory Problems   |
| <input type="checkbox"/> Arthritis   | <input type="checkbox"/> Dizziness/Fainting | <input type="checkbox"/> Asthma <input type="checkbox"/> controlled <input type="checkbox"/> uncontrolled   |
| <input type="checkbox"/> Cancer  | <input type="checkbox"/> Fractures          | <input type="checkbox"/> COPD <input type="checkbox"/> controlled <input type="checkbox"/> uncontrolled     |
| <input type="checkbox"/> Cardiovascular Problems   | <input type="checkbox"/> Headaches          | <input type="checkbox"/> Seizures   |
| <input type="checkbox"/> Holter Monitor-currently wearing?   | <input type="checkbox"/> Hepatitis/HIV      | <input type="checkbox"/> Thyroid Problems   |
| <input type="checkbox"/> Pacemaker   | <input type="checkbox"/> Kidney Problems    | <input type="checkbox"/> Diabetes <input type="checkbox"/> controlled <input type="checkbox"/> uncontrolled |
| <input type="checkbox"/> Currently Pregnant  |   | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Low Blood Pressure <input type="checkbox"/> controlled <input type="checkbox"/> uncontrolled  |   |   |
| <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> controlled <input type="checkbox"/> uncontrolled |   |   |

If you checked any above, please explain: \_\_\_\_\_

Have you missed any days of work or school due to the current condition?  YES  NO Dates missed: \_\_\_\_\_

Have you **ever** broken any bones?  YES  NO Explain: \_\_\_\_\_

Have you been in the hospital or had surgery for **any** reason?  YES  NO

Please explain: \_\_\_\_\_

Have you ever been in an accident?  YES  NO Please explain: \_\_\_\_\_

What Supplements are you taking? \_\_\_\_\_

Consume alcohol?  YES  NO How Much: \_\_\_\_\_

What is your exercise routine? \_\_\_\_\_

Other health concerns: \_\_\_\_\_



# INFORMED CONSENT FOR CHIROPRACTIC CARE

**CHIROPRACTIC EXAMINATION AND TREATMENT** On occasion, some patients experience increased discomfort following chiropractic care and examination. Chiropractic physical examination and treatment may involve bending and physically challenging joints and soft tissues (e.g. muscles and ligaments) of the spine and extremities, and it can possibly lead to temporary feelings of soreness or pain. During treatment, the Doctor of Chiropractic may use their hands or mechanical devices to move, adjust, or manipulate joints and mobilize soft tissues. With certain soft tissue therapies, light to moderate bruising may also occur. This is nearly always a temporary issue that occurs while the area under care is undergoing therapeutic change. Patients reserve the right to consent to, or refuse, certain aspects of care once therapeutic options have been presented.

**RISKS OF CHIROPRACTIC CARE AND TREATMENT** I understand and have been informed that there are risks of side effects and complications anytime a healthcare provider is asked to intervene in an encounter with a patient. I have been informed of the following: that although the risk of serious complications from chiropractic treatment are rare and unlikely, events ranging from soreness, sprains and strains, to fracture or dislocation, to injuries of the spinal discs, nerves and cord have occurred. Cerebrovascular accidents, such as a stroke, have also been reported and that these have been estimated to occur in 1 in 2 million to 1 in 3.8 -5.8 million cervical manipulations, about the same probability of stroke occurring from turning your head or having your hair washed in a salon ("beauty parlor stroke"). It cannot be said with any certainty that the specific treatment caused the stroke or aggravated an underlying, pre-existing condition, or the treatment given was totally unrelated to the resulting stroke. You are being informed of this reported association because a stroke may cause serious neurological impairment or even death. The possibility of such injuries occurring in association with cervical adjustment or manipulation is extremely remote.

I understand and I do not expect the Doctor of Chiropractic to be able to anticipate all the potential risks or complications. There may be problems or complications that might arise from treatment and recommendations other than those noted. These other events or complications occur so rarely that it is not possible to anticipate and/or explain them all in advance of treatment.

I wish to rely on the Doctor of Chiropractic to exercise their best professional judgment during the course of the chiropractic examination and treatment, which the doctor feels is in my best interest, based upon the facts as then known at the time.

I will immediately notify a member of the office staff of any unanticipated side effects or adverse reactions associated with treatment. I also understand that if I become concerned about any post-treatment discomfort or, if I should develop any new or unrelated symptoms, I should call the practice for immediate attention. I also understand that if, for some reason, I am unable to reach or contact the practice, that I should telephone my personal primary care doctor or present myself to the nearest hospital emergency room.

**ALTERNATIVE TREATMENTS AVAILABLE** I understand that there are reasonable alternatives to treatment including, but not limited to: rest, home application of therapy, prescription or over-the-counter medication, exercise, non-treatment, treatment and evaluation by another provider, and surgery. Each is associated with their own benefits and risks. I have the right to request a referral to another provider for further evaluation, assessment, and management of my presenting condition(s) at any time.

**CONSENT** By affixing my signature below, I acknowledge that I have read and understood the above consent and have had the opportunity to ask questions about its content and meaning, if so desired, which have been answered to my satisfaction, **PRIOR TO MY SIGNING OF THIS CONSENT FORM.**

**I, the undersigned, hereby request, consent to, and authorize Mt. Lookout Chiropractic & Sports Injury Center to conduct physical examinations, perform testing procedures as are required, and administer treatment as deemed necessary or advisable for my presenting complaint(s) that are within the scope of the practice of chiropractic care. I attest that the information provided in regards to my, or my dependents, current and past health history has been completed to the fullest extent and to the best of my knowledge and ability, and does not contain false or misleading information, nor omission. I also certify that no guarantee or assurance has been made to me as to the results that may be obtained from any treatment rendered.**

**I intend this consent form to cover the entire course of treatment for my present condition and for any future conditions for which I seek examination and treatment for myself or my dependent.**

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Signature (Patient, Parent, or Legal Guardian)

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Print Name (Patient, Parent, or Legal Guardian)

## **PRIVACY PROTECTION AND AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION**

I understand that I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to: plan, coordinate, and direct my treatment and follow-up among the healthcare providers who may be directly and indirectly involved in providing my treatment, obtain payment from third party payers, and conduct normal healthcare operations such as quality assessments and accreditation. This includes release of information and notification of care to my primary health care and/or referring provider.

I hereby authorize Mt. Lookout Chiropractic & Sports Injury Center to release a complete report of services rendered including diagnosis, findings and details of treatment, and progress for the purpose of receiving payment for the services rendered to its authorized billing agents, my insurance carriers, employer's workers compensation insurance company, or other category of third party payers, the Social Security Administration under Title XVIII (18) of the Social Security Act, any Professional Review Organization, attorney, or other intermediaries responsible for payment of my charges and hereby release Mt. Lookout Chiropractic & Sports Injury Center from any consequences thereof. I understand that I may revoke this consent at any time by giving written notice.

Please list below the names of and your relationship to individuals whom you authorize Mt. Lookout Chiropractic & Sports Injury Center to release your protected health information.

### **Name and Relationship**

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## **ACKNOWLEDGEMENT OF RECEIPT OF THE NOTICE OF PRIVACY PRACTICES**

I acknowledge that I have been provided a copy of the Notice of Privacy Practices and that I have read or declined the opportunity to read and understand the Notice of Privacy Practices. I understand that these privacy practices will be followed by Mt. Lookout Chiropractic & Sports Injury Center to ensure the privacy of my protected health information. I understand that this acknowledgement will be placed in my electronic file and maintained for six years. A copy of this notice is available at any time upon request.

## **AUTHORIZATION TO ACQUIRE HEALTHCARE INFORMATION**

I hereby authorize Mt. Lookout Chiropractic & Sports Injury Center to obtain details regarding my current and/or prior health care status from my primary care provider, referring

provider, and/or other providers to facilitate appropriate care. All health records, diagnostic imaging results, diagnostic testing results, surgical information, and any data that are held regarding my medical and health management are applicable for release. This release does NOT allow information pertaining to drug and/or alcohol abuse, or mental health information to be included. I understand that I may revoke this consent at any time, except to the extent that action has already been taken, with written notice.

## **ASSIGNMENT OF INSURANCE BENEFITS AND FINANCIAL POLICY**

In consideration of all services provided, I hereby assign and transfer to Mt. Lookout Chiropractic & Sports Injury Center all of my rights, title, and interest to healthcare reimbursement in accordance with the terms and benefits under my insurance policy or other health benefits otherwise payable to me for those services rendered, including Medicare Part B. I certify that the health insurance information that I have provided is accurate and that I am responsible for keeping it updated.

I understand that I will be fully responsible for payment of any and all charges not paid by health insurance. I understand that the balance of my account is due in full within 30 days of notice, unless a payment plan arrangement has been made in advance. In the event that a bill is disputed, notification must be made within 30 days. If I do not notify Mt. Lookout Chiropractic & Sports Injury Center within that time, the bill will be presumed valid and due. All balances remaining unpaid after 30 days may be reported to a collection agency, and I will be responsible for all collection expenses including reasonable attorney's fees and court costs.

I hereby authorize Mt. Lookout Chiropractic & Sports Injury Center to submit claims, on my or my dependent's behalf, to the benefit plan (or its administrator) listed on the current insurance card I have provided, in good faith. I also hereby instruct my benefit plan (or its administrator) to pay Mt. Lookout Chiropractic & Sports Injury Center directly for services rendered to me or my dependent.

I am fully aware that having health insurance does not absolve me of my responsibility to ensure that my bills for professional services from Mt. Lookout Chiropractic & Sports Injury Center are paid in full. I also understand that I am responsible for all amounts not paid by my health insurance, including co-payments, co-insurances, and deductibles.

Mt. Lookout Chiropractic & Sports Injury Center accepts cash, personal check, Visa, Discover, and MasterCard. I understand that I will have to pay a \$30.00 fee for each check that is returned to Mt. Lookout Chiropractic & Sports Injury Center for non-sufficient funds.

Prior balances considered delinquent must be paid prior to being seen for any further scheduled visits. Charges added to your account will be due in full when stated on the invoice.

## ERISA AUTHORIZATION (EMPLOYEE RETIREMENT INCOME SECURITY ACT)

I hereby designate, authorize, and convey to Mt. Lookout Chiropractic & Sports Injury Center to the full extent permissible under law and under any applicable insurance policy and/or employee health care benefit plan, as my Authorized Representative: (1) the right and ability to act on my behalf in connection with any claim, right, or cause in action that I may have under such insurance policy and/or benefit plan; and (2) the right and ability to act on my behalf to pursue such claim, right, or cause of action in connection with said insurance policy and/or benefit plan (including but not limited to, the right to act on my behalf in respect to a benefit plan governed by the provisions of ERISA as provided in 29 C.F.R. (2560.5031(b)(4)) with respect to any healthcare expense incurred as a result of the services I received from Mt. Lookout Chiropractic & Sports Injury Center and, to the extent permissible under the law, to claim on my behalf, such benefits, claims, or reimbursement, and any other applicable remedy, including fines.

## NOTICE OF OFFICE PROCEDURES AND COMMUNICATIONS

Many areas of our office are an open concept. While we do our best to discuss information regarding your treatment and/or accounts privately, at times other patients may be able to overhear. We ask that if you would like to discuss something more privately that you let us know.

Communications from our office including but not limited to, patient bills, letters, thank you cards, and claims sent to insurance companies are all sent out in envelopes with our office name on them.

It is the policy of Mt. Lookout Chiropractic & Sports Injury Center to not leave messages via voicemail, e-mail, or with another party regarding your care, testing results, specific follow up instructions, or other situations involving your personal health or care provided in this office or elsewhere. When needed, communications will be limited in scope and nature with as little identifying or specific information as possible, often requesting a return phone call to discuss pertinent information. However, with your consent, detailed information can be left via the following methods:

I hereby authorize that Mt. Lookout Chiropractic & Sports Injury Center can leave detailed messages regarding my healthcare. **Please check all that apply.**

Cell  Home  Work  Email

I hereby authorize that Mt. Lookout Chiropractic & Sports Injury Center can leave detailed messages regarding my healthcare via another person reached at the following phone numbers that I have provided:

Cell  Home

I, the undersigned, hereby certify that I have read, fully understand, and agree to be bound by these policies, assignment, and authorization pertaining to myself or my dependent. I have asked or have declined the opportunity to ask any pertinent questions regarding this information before applying my signature. A photocopy of this document shall be considered as effective as the original. I intend this certification to cover the entire course of treatment for my present condition and for any future conditions for which I seek examination and treatment for myself or my dependent.

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Signature (Patient or Responsible Party)

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Print Name (Patient or Responsible Party)

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Date

## CONSENT TO TREAT A MINOR WITHOUT PARENT OR GUARDIAN PRESENT

I do hereby authorize and give my consent to Mt. Lookout Chiropractic & Sports Injury Center to provide evaluation and treatment as needed and necessary to my minor child in my absence following initial consultation.

Yes  No

My child will be accompanied by (check all that apply):

Himself or Herself

Other: \_\_\_\_\_

Other: \_\_\_\_\_

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Signature (Parent or Responsible Party)

# EXTENDED FINANCIAL POLICY

Please read our financial policy in its entirety. If you have any questions or concerns please feel free to ask any questions that you may have. Your clear understanding of our Patient Financial Policy is important to our professional relationship.

**INSURANCE** It is the patient's responsibility to provide our office with current insurance information. We will ask for your insurance card at your first visit and will copy for our records. We will request a copy at each annual office visit, or if you have not been seen in the past twelve months. If your insurance information changes at any time during your treatment, it is ultimately your responsibility to provide us with the new information as soon as it becomes active. If current information is not obtained at the time of service it will be the patient's responsibility to pay the entire balance until current information is provided to our office. It is the patient's responsibility to know their benefits and coverage.

Your insurance policy is a contract between you and the insurance company. As a courtesy and pursuant to contractual obligations we will file all your claims for you. However, we will not become involved in any disputes between you and your insurance carrier. This includes, but is not limited to, deductibles, copays, and non-covered charges.

**REFERRALS** Some insurance policies require you as the policy holder to obtain a referral from your primary care physician, or student health center prior to receiving treatment at our office. It is your responsibility to obtain this documentation and present it to our office at the time of service. If this information is not obtained, you will be responsible for the entire balance of your account.

**COPAYS** Copays are due at the time of service. Copays are usually collected PRIOR to you seeing the doctor but may sometimes be collected after you have received treatment.

**MEDICARE** If you are a Chiropractic Medicare patient you will be responsible to pay for your exam on your first visit, at the time of service. While Medicare requires an exam they do not cover it. Exams are typically \$110-\$125. Xrays are also not covered by Medicare and the cost would be your responsibility and would also be due at the time of service.

**CASH PLANS** Cash plans are available for patients who do not have insurance or wish to not bill to insurance. These plans differ and can be discussed with your doctor. Cash plan payments are due at the time of service.

**SUPPLEMENTS/MERCHANDISE** Payments for supplements and merchandise purchased in our office are due at the point of sale. We cannot bill insurance, worker's compensation, or personal injury accounts for these items. These charges are the patient's

responsibility and are not covered by any insurance carrier. These items include but are not limited to, supplements, pillows, back packs, braces, heel lifts, orthotics, and cold packs.

**UNPAID/OUTSTANDING BALANCES** We ask that full payment be made at the time of service unless prior arrangements have been made, either with your doctor or our billing office. If you have a deductible plan, once insurance has paid you will be mailed a statement: Prompt and timely payment is appreciated. You may call our billing office to set up a payment plan if necessary. Any overdue balances will be considered for collections.

**RETURNED CHECKS** The charge for a returned check is \$30. This can be paid by cash, money order, or charge. This will be applied to your account in addition to the original amount owed.

**MISSED APPOINTMENTS** We ask that you keep all scheduled appointments. In the event you are unable to keep your appointment we ask that you provide a:

- Chiropractic- 4 hours notice
- Physical Therapy- 24 hour notice or a \$35 missed appointment fee may apply

**CREDIT BALANCES** From time to time you may accrue a credit balance. Credit balances will be refunded at the patient's request. Refunds are made by check. After the request for a refund has been made, please allow time for review of your entire account and processing through our accounting department. Once approved please allow 30-45 days for your refund check to arrive.

**ADMINISTRATIVE FEE** With the increased cost of providing healthcare services, we are implementing a \$2 admin fee per date of service, per provider to continue to offer our excellent & high standard of care.

Patient Initials \_\_\_\_\_ CA Initials \_\_\_\_\_

I have read Mt. lookout Chiropractic and Sports Injury Center's Patient Financial Policy and acknowledge my responsibility with my signature below.

\_\_\_\_\_  
Signature (Patient, Parent, or Legal Guardian)

\_\_\_\_\_  
Print Name (Patient, Parent, or Legal Guardian)

\_\_\_\_\_  
MLC Staff Witness

\_\_\_\_\_  
Date

\*A photo copy of this document will be treated as an original\*



## IMPORTANT INFORMATION FOR MEDICARE PATIENTS

### CHIROPRACTIC BENEFITS ARE AVAILABLE FROM MEDICARE, BUT THERE ARE LIMITATIONS

#### PARTICIPATING PHYSICIAN

Your doctor has agreed to become a participating physician with Medicare, thereby, he/she agrees to accept assignment on Medicare eligible services.

#### MEANING OF ASSIGNMENT

The doctor agrees to accept the Medicare approved charge as payment in full for Medicare eligible services. Medicare will send the checks to the doctor. You will be responsible for any deductible, copayment, and non-covered service amounts.

#### SERVICES MEDICARE PAYS FOR

The only Medicare eligible service is manual manipulation of the spine for correction/treatment of a subluxation. There are three levels of Chiropractic Manipulative Treatment (CMT); service level is based on the number of spinal regions treated.

#### SERVICES MEDICARE DOES NOT PAY FOR

In order to determine the extent of your condition, and the type of treatment needed, the doctor will consult with and examine you. Medicare will NOT reimburse you for: x-rays, evaluation and management (examinations), or consultations provided by a chiropractor.

The doctor may determine that certain physical therapy, vitamins, supports, and supplies may be necessary to treat your condition. Medicare does NOT reimburse for these services when provided by a chiropractor.

Manipulation of non-spinal regions, for example the knee, elbow, etc., is also considered a non-covered service and is the patient's responsibility. Further, Medicare does not pay for treatment considered to be maintenance therapy.

#### X-RAYS

Medicare requires demonstration of subluxation. Subluxation may be demonstrated by physical examination, or may be demonstrated by current x-rays. X-rays must be taken within 1 year prior or 3 months after the services are performed. In certain permanent/chronic conditions, an older x-ray may be acceptable. Medicare does NOT pay for x-rays taken by a chiropractor. X-rays taken at another facility may satisfy this requirement.

I, \_\_\_\_\_, understand the explanation of Medicare Coverage outlined above. Furthermore, I understand and agree that I am personally responsible for payment of deductibles, copayments, and non-covered services.

Printed Name

Signature

Witness Signature

#### MEDICAL NECESSITY

Manual manipulation will be screened by Medicare for medical necessity. Screens occur if the frequency of services exceeds the acceptable chiropractic standard for your condition. Documentation and/or a statement of medical necessity will be submitted to determine if additional treatment is necessary. The doctor will discuss treatment recommendations with you.

You will be provided with Advance Notice when a Medicare covered service may be reduced or denied, and you are asked to accept financial responsibility for these services, before services are rendered and charges are incurred. If Medicare determines further treatment is not "reasonable and necessary" for your condition, even if you and your doctor feel it is necessary, you will be responsible for treatment charges.

#### APPEALS

The doctor may appeal, on your behalf, denials of Medicare eligible services, when he/she disputes Medicare's determination of medical necessity or believes additional information will allow payment for the service by Medicare.

#### SECONDARY INSURANCE

This office may call to verify the type of benefits payable for chiropractic services on insurance coverage other than Medicare. This information will be reviewed with you. Most "Medicare Supplements" only supplement payments for Medicare eligible services.

#### DEDUCTIBLE AND COPAYMENT

Medicare requires a \$198.00 yearly deductible. You may use Medicare eligible services from any doctor's office to meet this deductible. The only chiropractic service that can be used is manual manipulation of the spine.

Medicare will pay for 80% of the allowed charge for manual manipulation the spine. This payment will go directly to the doctor. Patients are responsible for the 20% copayment. Patients are responsible for all non-covered service charges at the time of serve.

Print Medicare ID Numbered Name

Date

Date