

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 _____

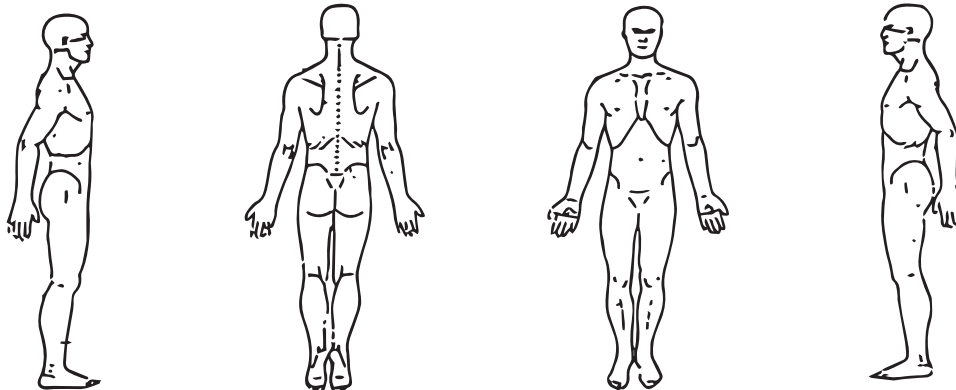
(Nearest relative or friend, not spouse)

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: _____

Patient Name _____ Date: _____

EHR INFORMATION

Smoking Status: Every Day Smoker Occasional Smoker Former Smoker Never Smoked

Are you currently taking any medications? Please include all prescription and non-prescription. (e.g. Ibuprofen, Tylenol, Aleve)

Medication Name	Dosage and Frequency (i.e. 5mg per day, etc.)

Family Medical History (Record one diagnosis in your family history and the affected relative)

Diagnosis (Write in below)	Father	Mother	Sibling	Offspring

Preferred Language _____

PHYSICAL THERAPY APPOINTMENT POLICY

Because we provide excellent, individualized, physical therapy treatment it is very important that you keep your appointment times. Missing appointments or being late for your appointment jeopardizes your care and the care of our other patients.

We ask that you keep all scheduled appointments. In the event that you are unable to keep your appointment, we ask that you provide us a 24 hour or more notice for any appointment changes.

By signing below, I understand that I will be given 2 opportunities to cancel or reschedule an appointment within 24 hours before being charged a \$35 fee.

PATIENT SIGNATURE X	(Date)
(Or Patient Representative)	(Indicate relationship if signing for patient)

Employee Initials: _____

PHYSICAL THERAPY/TREATMENT AUTHORIZATION

- I hereby give consent to receive physical therapy by Mt. Lookout Chiropractic & Sports Injury Center.
- I hereby give consent to have my child receive physical therapy by Mt. Lookout Chiropractic & Sports Injury Center.

I understand I am financially responsible for the costs of all services provided to me including the balance remaining after payment of possible insurance benefits.

I understand that my Physician has referred me to therapy for specific treatment and goals. It is my responsibility to perform as instructed by my therapist and remain in good standing in regards to attendance, which will result in the best outcome for me as a patient. I also understand that therapy may initially increase my current level of pain and it is my responsibility to communicate all issues and concerns to my therapist.

In this office we use trained staff personnel and sometimes an intern to assist the doctor with portions of your consultation, examination, x-ray exam, physical therapy application, traction, massage therapy, exercise instruction, etc.

(Date)

PATIENT SIGNATURE **X**

(Or Patient Representative)

(Indicate relationship if signing for patient)

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

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.

Signature (Patient or Responsible Party)

Print Name (Patient or Responsible Party)

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: _____

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

OUTPATIENT THERAPY SERVICES

NOTICE OF FINANCIAL LIMITATIONS FOR MEDICARE PATIENTS

January 1, 2021, From Centers for Medical Services,

"Financial Limitation on outpatient services begins for therapy services rendered on or after January 1, 2021, and continues through December 31, 2021. The annual limit on the allowed amount for outpatient physical therapy and speech therapy-language combined is \$2,100; the limit for occupational therapy is \$2,100. Limits apply to outpatient Part B therapy services from all settings except outpatient hospital (place of service code 22 on carrier claims) and hospital emergency room (place of service code 23 on carrier claims)."

"Contractors apply the financial limitations to the allowed amount for therapy services for each beneficiary. The allowed amount is the amount in the Medicare Physician Fee Schedule (or the amount if it is smaller) less the coinsurance (20 percent) and any deductible that may apply. If the deductible has been met prior to the submission of therapy claim for \$2,100 of services, Medicare will pay 80 percent of the allowed amount (\$1680) and the beneficiary will pay the 20 percent coinsurance (\$420). If the deductible has not been met, the beneficiary will also pay the deductible amount of the \$203 for 2021."

"For claims with dates of service from January 1, 2021, through December 31, 2021, Medicare shall apply these financial limitations in order, according to the dates when the claims were received. When limitations apply, the Common Working File (CWF) tracks the limits. Shared Systems Maintainers are not responsible for tracking the dollar amounts of incurred expenses of rehabilitation services for each therapy limit."

What this means to patients receiving therapy services paid by Medicare is that once Medicare has paid the cost of the therapy service totaling \$2,100, therapy services received above that limit are no longer considered a Medicare benefit and will not be paid for by Medicare. However, therapy services in an outpatient hospital are not subject to the \$2,100 limitation and if you choose to receive therapy in that setting after you have reached the \$2,100 limit, Medicare may pay for those therapy services.

Should the cost of the therapy services received from Mt. Lookout Spine & Sports Injury exceed the max of \$2,100, the patient is responsible for the non-paid costs of the therapy services.

As a service to patients, Mt. Lookout Spine & Sports Injury services will assist monitoring therapy services balances. As the balance for services approximates the Medicare therapy services cap, the patient will be given a "Notice of Exclusions from the Medicare Benefits" or "NEMB" form prior to treatment. If the patient chooses to receive treatment per NEMB, non-paid costs will be the responsibility of the patient at Medicare Allowed Rates.

Have you had any outpatient physical/occupational therapy for this or any other condition?

YES NO

I have been presented this form and understand the Medicare Benefits of therapy services:

SIGNATURE X	(Date)
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