

Whom may we thank for referring you to this office → \_\_\_\_\_

## V.I.P. CHIROPRACTIC CARE NEW PATIENT APPLICATION

Today's Date: \_\_\_\_\_

### PATIENT DEMOGRAPHICS

Name: \_\_\_\_\_ Birth Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Age: \_\_\_\_\_ ☐ Male ☐ Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Marital Status: ☐ Single ☐ Married Do you have Insurance: ☐ Yes ☐ No Work Phone: \_\_\_\_\_

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

Spouse's Name \_\_\_\_\_ Spouse's Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Spouse's Employer \_\_\_\_\_ Number of children and Ages: \_\_\_\_\_

Name & Number of Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

### HISTORY of COMPLAINT

Please identify the condition(s) that brought you to this office, and on a scale of **1** to **10** with **10** being the worst pain and **zero** being no pain, rate your complaints by **circling the number**:

**Primary** or chief complaint is: \_\_\_\_\_ : 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

**Second** complaint is: \_\_\_\_\_ : 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

**Third** complaint: \_\_\_\_\_ : 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

**Fourth** complaint: \_\_\_\_\_ : 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

When did the primary problem(s) begin? \_\_\_\_\_ When is the problem at its worst? ☐ AM ☐ PM ☐ mid-day ☐ late PM

How long does it last? ☐ It is constant **OR** ☐ I experience it on and off during the day **OR** ☐ It comes and goes throughout the week

**How did the injury happen?** \_\_\_\_\_

Condition(s) ever been treated by anyone in the past? ☐ No ☐ Yes **If yes**, when: \_\_\_\_\_ by whom? \_\_\_\_\_

How long were you under care: \_\_\_\_\_ What were the results? \_\_\_\_\_

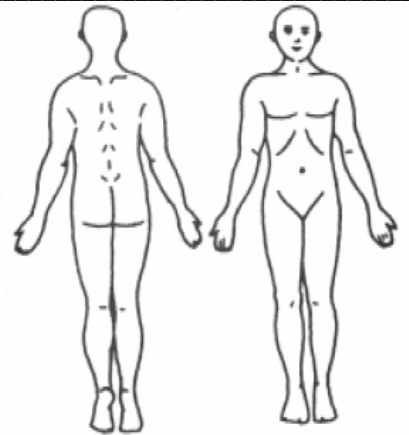
Name of Previous Chiropractor: \_\_\_\_\_ ☐ N/A

**\*PLEASE MARK** the areas on the Diagram with the following **letters** to describe your symptoms:

**R** = Radiating **B** = Burning **D** = Dull **A** = Aching **N** = Numbness **S** = Sharp/ Stabbing **T** = Tingling

What relieves your symptoms? \_\_\_\_\_

What makes them feel worse? \_\_\_\_\_



### LIST RESTRICTED ACTIVITY:

### CURRENT ACTIVITY LEVEL

### USUAL ACTIVITY LEVEL

|         |       |
|---------|-------|
| _____ : | _____ |
| _____ : | _____ |
| _____ : | _____ |

Is your problem the result of ANY type of accident? ☐ Yes, ☐ No

Identify any other injury(s) to your spine, minor or major, that the doctor should know about:

### PAST HISTORY

Have you suffered with any of this or a similar problem in the past? ☐ No ☐ Yes If yes how many times? \_\_\_\_\_ When was the last episode? \_\_\_\_\_ How did the injury happen? \_\_\_\_\_

Other forms of treatment tried: ☐ No ☐ Yes If yes, please state what type of treatment: \_\_\_\_\_, and who provided it: \_\_\_\_\_ How long ago? \_\_\_\_\_ What were the results. ☐ Favorable ☐ Unfavorable → please explain. \_\_\_\_\_

Please identify any and all types of jobs you have had in the past that have imposed any physical stress on you or your body:

If you have ever been diagnosed with any of the following conditions, please indicate with a **P** for in the **Past**, **C** for **Currently** have and **N** for **Never have had**:

\_\_\_\_ Broken Bone \_\_\_\_ Dislocations \_\_\_\_ Tumors \_\_\_\_ Rheumatoid Arthritis \_\_\_\_ Fracture \_\_\_\_ Disability \_\_\_\_ Cancer  
\_\_\_\_ Heart Attack \_\_\_\_ Osteo Arthritis \_\_\_\_ Diabetes \_\_\_\_ Cerebral Vascular \_\_\_\_ Other serious conditions:

**PLEASE identify ALL PAST and any CURRENT conditions you feel may be contributing to your present problem:**

|                    | HOW LONG AGO | TYPE OF CARE RECEIVED | BY WHOM |
|--------------------|--------------|-----------------------|---------|
| INJURIES           | →            |                       |         |
| SURGERIES          | →            |                       |         |
| CHILDHOOD DISEASES | →            |                       |         |
| ADULT DISEASES     | →            |                       |         |

### SOCIAL HISTORY

1. **Smoking:** ☐ cigars ☐ pipe ☐ cigarettes → How often? ☐ Daily ☐ Weekends ☐ Occasionally ☐ Never

2. **Alcoholic Beverage:** consumption occurs → ☐ Daily ☐ Weekends ☐ Occasionally ☐ Never

3. **Recreational Drug use:** ☐ Daily ☐ Weekends ☐ Occasionally ☐ Never

4. **Hobbies -Recreational Activities- Exercise Regime:** How does your present problem affect the following, See pg 2- Activities of Life

### FAMILY HISTORY:

1. Does anyone in your family suffer with the same condition(s)? ☐ No ☐ Yes

If yes whom: ☐ grandmother ☐ grandfather ☐ mother ☐ father ☐ sister's ☐ brother's ☐ son(s) ☐ daughter(s)

Have they ever been treated for their condition? ☐ No ☐ Yes ☐ I don't know

2. Any other hereditary conditions the doctor should be aware of. ☐ No ☐ Yes: \_\_\_\_\_

I hereby authorize payment to be made directly to V.I.P. Chiropractic Care for all benefits which may be payable under a healthcare plan or from any other collateral sources. I authorize utilization of this application or copies thereof for the purpose of processing claims and effecting payments, and further acknowledge that this assignment of benefits does not in any way relieve me of payment liability and that I will remain financially responsible to V.I.P. Chiropractic Care for any and all services I receive at this office.

\_\_\_\_\_  
Patient or Authorized Person's Signature

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Doctor's Signature

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Date Form Reviewed

## Activities of Daily Living/Symptoms/Medications

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

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

### Daily Activities: Effects of Current Conditions On Performance

Please identify how your current condition is affecting your ability to carry out activities that are routinely part of your life:

|                            |                                    |   |   |  |
|----------------------------|------------------------------------|---|---|--|
| Bending                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Concentrating              | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Doing computer Work        | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Gardening                  | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Playing Sports             | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Recreation Activities      | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Shoveling                  | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Sleeping                   | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Watching TV                | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Carrying                   | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Dancing                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Dressing                   | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Lifting                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Pushing                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Rolling Over               | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Sitting                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Standing                   | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Working                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Climbing                   | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Doing Chores               | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Driving                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Performing Sexual Activity | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Reading                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Running                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Sitting to Standing        | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |
| Walking                    | <input type="checkbox"/> No Effect | <input type="checkbox"/> Painful (can do) | <input type="checkbox"/> Painful (Limits) | <input type="checkbox"/> Unable to Perform |

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**Please mark P for in the Past, C for Currently have and N for Never**

|  |                            |                     |                              |                          |
|--|----------------------------|---------------------|------------------------------|--------------------------|
| ___ Headache                           | ___ Pregnant (Now)         | ___ Dizziness       | ___ Bipolar Disorder         | ___ Ulcers               |
| ___ Neck Pain                          | ___ Frequent Colds/Flu     | ___ Loss of Balance | ___ Impotence/Sexual Dysfun. | ___ Heartburn            |
| ___ Jaw Pain, TMJ                      | ___ Convulsions/Epilepsy   | ___ Fainting        | ___ Digestive Problems       | ___ Heart Problem        |
| ___ Shoulder Pain                      | ___ Tremors                | ___ Double Vision   | ___ Colon Trouble            | ___ High Blood Pressure  |
| ___ Upper Back Pain                    | ___ Chest Pain             | ___ Blurred Vision  | ___ Diarrhea/Constipation    | ___ Low Blood Pressure   |
| ___ Mid Back Pain                      | ___ Pain w/Cough/Sneeze    | ___ Ringing in Ears | ___ Menopausal Problems      | ___ Asthma               |
| ___ Low Back Pain                      | ___ Foot or Knee Problems  | ___ Hearing Loss    | ___ Menstrual Problem        | ___ Difficulty Breathing |
| ___ Hip Pain                           | ___ Sinus/Drainage Problem | ___ Depression      | ___ PMS                      | ___ Lung Problems        |
| ___ Back Curvature                     | ___ Swollen/Painful Joints | ___ Irritable       | ___ Bed Wetting              | ___ Kidney Trouble       |
| ___ Scoliosis                          | ___ Skin Problems          | ___ Mood Changes    | ___ Learning Disability      | ___ Gall Bladder Trouble |
| ___ Numb/Tingling arms, hands, fingers |                            | ___ ADD/ADHD        | ___ Eating Disorder          | ___ Liver Trouble        |
| ___ Numb/Tingling legs, feet, toes     |                            | ___ Allergies       | ___ Trouble Sleeping         | ___ Hepatitis (A,B,C)    |

**List Prescription & Non-Prescription drugs you take:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INITIAL NERVE SYSTEM PROFILE

When was your most recent auto accident? \_\_\_\_\_

What speed was the collision? \_\_\_\_\_

Type of impact: Front Impact / Side Impact / Rear Impact

Was treatment received? Please describe \_\_\_\_\_

Does your job require you remain in long term stressful postures? \_\_\_\_\_

(i.e. all day seating, repeated lifting, long term computer use)

Spinal traumas in the past? \_\_\_\_\_

Collision, quick burst, or repetitive motion sports:

i.e. football, wrestling, basketball, baseball, soccer, tennis, golf, track and field \_\_\_\_\_

Trauma as a child: i.e. fall on your head, impact to your head, concussion, fall onto your back or tailbone, biking accident \_\_\_\_\_

Work around the house – lifting, bending, woke up with stiff neck, “back went out” \_\_\_\_\_

## QUADRUPLE VISUAL ANALOGUE SCALE

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

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

Please read carefully:

**Instructions:** Please circle the number that best describes the question being asked.

**Note:** If you have more than one complaint, please answer each question for each individual complaint and indicate the score for each complaint. Please indicate your pain level right now, average pain, and pain at its best and worst.

### EXAMPLE:

|         |   |   |   |   | Headache |   |   |   | Neck Pain |   |    | Low Back            |  |
|---------|---|---|---|---|----------|---|---|---|-----------|---|----|---------------------|--|
| No Pain | 0 | 1 | 2 | 3 | 4        | 5 | 6 | 7 | 8         | 9 | 10 | Worst Possible Pain |  |

1. What is your pain right now?

|         |   |   |   |   |   |   |   |   |   |   |    |                     |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|
| No Pain | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Worst Possible Pain |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|

2. What is your typical or average pain?

|         |   |   |   |   |   |   |   |   |   |   |    |                     |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|
| No Pain | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Worst Possible Pain |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|

3. What is your pain level AT ITS BEST (How close to “0” does your pain get at its best)?

|         |   |   |   |   |   |   |   |   |   |   |    |                     |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|
| No Pain | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Worst Possible Pain |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|

4. What is your pain level AT ITS WORST (How close to “10” does your pain get at its worst)?

|         |   |   |   |   |   |   |   |   |   |   |    |                     |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|
| No Pain | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Worst Possible Pain |
|---------|---|---|---|---|---|---|---|---|---|---|----|---------------------|

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


\_\_\_\_\_

## Informed Consent

### REGARDING: Chiropractic Adjustments, Modalities, and Therapeutic Procedures:

I have been advised that chiropractic care, like all forms of health care, holds certain risks. While the risk are most often very minimal, in rare cases, complications such as sprain/strain injuries, irritation of a disc condition, and although rare, minor fractures, and possible stroke, which occurs at a rate between one instance per one million to one per two million, have been associated with chiropractic adjustments.

Treatment objectives as well as the risks associated with chiropractic adjustments and, all other procedures provided at V.I.P. Chiropractic Care have been explained to me to my satisfaction and I have conveyed my understanding of both to the doctor. After careful consideration, I do hereby consent to treatment by any means, method, and or techniques, the doctor deems necessary to treat my condition at any time throughout the entire clinical course of my care.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient or Authorized person's Signature Date  Witness Initials

### REGARDING: X-rays/Imaging Studies

**FEMALES ONLY** → *please read carefully and check the boxes, include the appropriate date, then sign below if you understand and have no further questions, otherwise see our receptionist for further explanation.*

☐ The first day of my last menstrual cycle was on \_\_\_\_-\_\_\_\_-\_\_\_\_ Date

☐ I have been provided a full explanation of when I am most likely to become pregnant, and to the best of my knowledge, I am not pregnant.


By my signature below I am acknowledging that the doctor and or a member of the staff has discussed with me the hazardous effects of ionization to an unborn child, and I have conveyed my understanding of the risks associated with exposure to x-rays. After careful consideration I therefore, do hereby consent to have the diagnostic x-ray examination the doctor has deemed necessary in my case.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient or Authorized person's Signature Date  Witness Initials

### V.I.P. CHIROPRACTIC CARE'S NOTICE REGARDING YOUR RIGHT TO PRIVACY

I have received a copy of V.I.P. Chiropractic Care's Patient Privacy Notice. I understand my rights as well as the practices duty to protect my health information, and have conveyed my understanding of these rights and duties to the doctor. I further understand that this office reserves the right to amend this 'Notice of Privacy Practice' at an time in the future and will make the new provisions effective for all information that it maintains past and present.

I am aware that a more comprehensive version of this "Notice" is available to me and several copies kept in the reception area. At this time, I do not have any questions regarding my rights or any of the information I have received.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient signature Date  Witness Initials

### V.I.P. CHIROPRACTIC CARE'S NOTICE REGARDING OFFICE POLICIES

I hereby acknowledge receiving a copy of the practices 'Office Policies' a two page document, the first page of which I have read and retained. This second page is recognized by me as the signature page and will be retained by the practice as evidence of my receiving and understanding this 'Notice'. I further acknowledge that any concerns regarding these 'Policies' as well as all my questions have been answered by a qualified member of the staff to my complete satisfaction.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient signature Date  Witness Initials

V.I.P. CHIROPRACTIC CARE  
ASSIGNMENT OF PROCEEDS, CONTRACTUAL LIEN, AND AUTHORIZATION AGREEMENT

I hereby direct any and all insurance carriers, attorneys, agencies, governmental departments, companies, individuals, and/or other legal entities ("payers"), which may elect or be obligated to pay benefits to me for any medical conditions, accidents, injuries, or illnesses, past or future ("condition"), to pay directly to and exclusively in the name of V.I.P. CHIROPRACTIC CARE (V.I.P.C.C.) such sums as may be owing to V.I.P.C.C. for charges incurred by me, including but not limited to, charges for treatment, narrative reports, depositions, testimony, and any other charges incurred by me at the Office ("charges"). I further grant a contractual lien to V.I.P.C.C. with respect to my charges, applicable to all payers; however, I understand that nothing in this Agreement shall be construed as an election by V.I.P.C.C. to claim protection under any statutory lien law. For the purposes of this verdict, as well as any proceeds relating to commercial health or group insurance, disability benefits, worker's benefits, no-fault coverage, uninsured and underinsured motorist coverage, third-party liability distributions, malpractice proceeds, attorney retainer agreements, and any other benefits or proceeds payable to me for the purposes stated herein, regardless of whether such proceeds are related to my charges or not.

I further agree that, in the event a payer refuses to pay V.I.P.C.C., I hereby assign insofar as permitted by law, all of my rights, remedies, and benefits to V.I.P.C.C. to the extent of my charges. Upon issuance, I hereby agree that such letter(s) of protection cannot be revoked or modified without the expressed written consent of this office. I further direct each attorney to provide immediate notice to V.I.P.C.C. regarding any funds received by the attorney related to my accident, to promptly pay V.I.P.C.C., and to provide a full accounting of such funds to V.I.P.C.C. upon its request.

I hereby direct all payers to release to V.I.P.C.C. any information regarding any coverage or benefits which I may have, including, but not limited to, the amount of coverage, the amount paid thus far, and the amount of any outstanding claims.

I authorize V.I.P.C.C. to release any information regarding my treatment or pertinent to my case(s) to all payers as defined above to facilitate collection under this Agreement. I hereby direct V.I.P.C.C. to file a copy of this Agreement, together with any applicable charges, with any or all payers, regardless of whether a claim has been established with said payers. I hereby authorize V.I.P.C.C. to endorse/sign my name on any and all checks listing me as a payee, which are presented to V.I.P.C.C. for payment of an account relating to me, my spouse, or any other dependents. I further authorize V.I.P.C.C. to apply any credit balances on charges incurred by me to any other outstanding charges still owed by me, my spouse, or my dependents, regardless of whether these other charges are related to my condition.

I understand that I remain personally responsible for the total amounts due V.I.P.C.C. for their services. This Agreement does not constitute any consideration for V.I.P.C.C. to await payments and they may demand payments from me immediately upon rendering services as an option. If V.I.P.C.C. must take any action to collect an outstanding balance on my account, I will be responsible for payment and will reimburse V.I.P.C.C. for all costs of such collection efforts, including, but not limited to, all court costs and all attorneys fees.

This Agreement shall not be modified or revoked without the mutual written consent of V.I.P.C.C. and myself. I hereby revoke any previously signed authorizations, whether executed at this office or any other office to the extent that the terms of those authorizations conflict with the terms of this Agreement.

I agree that each and every provision of this Agreement is reasonably necessary for the protection of the rights and interests of V.I.P.C.C. and myself. However, should any provision of this Agreement be found to be invalid, illegal or unenforceable, or for any reason cease to be binding on any party hereto, all other portions and provisions of this Agreement shall nevertheless, remain in full force and effect.

Patient Name (please print): \_\_\_\_\_

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

Name of Custodial Parent or Legal Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# V.I.P. CHIROPRACTIC CARE'S NOTICE OF PRIVACY PRACTICE

This office is required to notify you in writing, that by law, we must maintain the privacy and confidentiality of your **Personal Health Information**. In addition we must provide you with written notice concerning your rights to gain access to your health information, and the potential circumstances under which, by law, or as **dictated by our office policy**, we are permitted to disclose information about you to a third party without your authorization. Below is a brief summary of these circumstances. If you would like a more detailed explanation, one will be provided to you. In addition, you will find we have placed several copies in report folders labeled '**HIPAA**' on tables in the reception. Once you have read this notice, please sign the last page, and return only the signature page to our front desk receptionist. Keep this page for your records.

## PERMITTED DISCLOSURES:

1. Treatment purposes- discussion with other health care providers involved in your care
2. Inadvertent disclosures- open treating area mean open discussion. If you need to speak privately to the doctor, please let our staff know so we can place you in a private consultation room.
3. For payment purposes - to obtain payment from your insurance company or any other collateral source.
4. For workers compensation purposes- to process a claim or aid in investigation
5. Emergency- in the event of a medical emergency we may notify a family member
6. For Public health and safety - in order to prevent or lessen a serious or eminent threat to the health or safety of a person or general public.
7. To Government agencies or Law enforcement – to identify or locate a suspect, fugitive, material witness or missing person.
8. For military, national security, prisoner and government benefits purposes.
9. Deceased persons –discussion with coroners and medical examiners in the event of a patient's death.
10. Telephone calls or emails and appointment reminders -**we may call your home and leave messages** regarding a missed appointment or apprise you of changes in practice hours or upcoming events.
11. Change of ownership- in the event this practice is sold, the new owners would have access to your PHI.

## YOUR RIGHTS:

1. To receive an accounting of disclosures
2. To receive a paper copy of the comprehensive "Detail" Privacy Notice
3. To request mailings to an address different than residence
4. To request Restrictions on certain uses and disclosures and with whom we release information to, although we are not required to comply. If, however, we agree, the restriction will be in place until written notice of your intent to remove the restriction.
5. To inspect your records and receive one copy of your records at no charge, with notice in advance
6. To request amendments to information. However, like restrictions, we are not required to agree to them.
7. To obtain **one copy** of your records at no charge, when timely notice is provided (72 hours). **X-rays** are original records and you are therefore not entitled to them. If you would like us to outsource them to an imaging center, to have copies made, we will be happy to accommodate you. However, you will be responsible for this cost.

## COMPLAINTS:

If you wish to make a formal complaint about how we handle your health information, please call Melissa at 512-731- 9987. If she is unavailable, you may make an appointment with our receptionist to see her within 72 hours or 3 working days.



# OUR OFFICE POLICIES

## Welcome to V.I.P. CHIROPRACTIC CARE!

As a potential new patient, we feel it is important that you understand our office policies regarding, how patients of this practice are cared for, and the various methods we offer to facilitate payment for that care. Please read each policy carefully so there is no misunderstanding as to what you can expect as a patient of this practice, and what we expect in return. Once you have read "Our Office Policies", if you have any questions or any of these policies are unclear to you, and you would like further explanation before submitting your ***Application for Care***, please let our front desk know and a member of our staff will be happy to discuss them with you further. We believe it is in everyone's best interests to provide potential new patients as much information as possible about how the doctors at this office practice chiropractic so that an informed decision can be made as to whether they wish to become a patient.

Over time, individuals who are accepted, as patients at this office, gain a greater understanding as to the purpose of chiropractic. Since the majority of patient care occurs in an open bay area, patients have a unique opportunity to observe firsthand the positive results that are achieved and the benefits derived from being under chiropractic care. This knowledge and awareness reaps a positive environment that promotes healing and encourages families to maintain good health. We want your experience with us to be an exceptional one, so help us to help you and together we can make affirmative changes in your life and the lives of those you care about.

□ **PATIENT PRIVACY** - Since the majority of patient care takes place in an open bay area it is important to understand that any conversations you have with the doctor can be overheard by other patients. In order to maintain patient privacy it is the policy of this practice to refrain from discussing any confidential matters with patients during treating hours while patients are being adjusted. If you have a confidential matter you wish to discuss please let us know and we will schedule time for you to speak to the doctor in a private consultation room. These consultations must be scheduled in advance.

□ **YOUR CARE** - When a patient seeks chiropractic health care and we agree to provide that care, it is essential for the patient and the doctor to be working toward the same objective. Chiropractic care at V.I.P. Chiropractic Care is rendered primarily to minimize and reduce subluxations, which are a major interference to the expression of the body's innate wisdom. The doctors use a myriad of techniques to accomplish this goal. It is important that you understand both the objective and the method(s) so there is no confusion or disappointment. Tremendous progress has been made in the rehabilitating and correction of spinal problems. Where in the past, chronic spinal structural problems could not be reversed or corrected, today they can. Your doctor will outline a course of treatment that will take you beyond simple pain relief, through two distinct phases of care to make a structural correction to your spine that will enable your central nervous system to function optimally, thereby improving your overall health.

□ **FIRST THINGS FIRST**- Prior to receiving chiropractic care at this office, a health history and examination will be completed. Imaging studies as well as any other necessary diagnostics may also be ordered, to confirm the true nature of your condition and exact location of subluxations. The results of these procedures will aid in assessing your presenting problem, your overall health and, in particular, the condition of your spine. They will also assist the doctor in determining the type and amount of care you will need. All relevant findings will be reported to you along with care plan recommendations so that you can make the best possible decision regarding your health care needs. Our gold standard for care is to ensure the reduction of subluxation while teaching patients what they need to do in addition to being adjusted to maintain their health for a lifetime.

□ **PATIENT'S REPORT OF FINDINGS** - To enhance your understanding of the chiropractic approach that will be used to manage your health, immediately following your first adjustment, you will be scheduled for a 'Doctors Report of Findings'. The information you receive at this appointment will be both informative and clinically relevant to your case, therefore attendance is required for individuals who wish to become new patients of this practice. Because the results of your x-rays and all examinations as well as the doctors' recommendations for care, will be discussed at that time, we strongly urge new patients to invite their spouse or significant other to attend. We know from experience that when a patient's family understands the goals and objectives of chiropractic care and how restoring and maintaining good health can affect their lives as well, they become infinitely supportive and helpful in making important decisions concerning treatment options.