McCartney Family Chiropractic & Wellness

Mission Statement:

To improve the health potential of the people around us by providing excellent quality service and care utilizing education, love & chiropractic.

Date_____ **Social Security No.**_____

Name_____ **Married**_____ **Single**_____
(last) (first) (middle)

Address_____**City**_____**State**_____**Zip**_____

Email_____ **Cell Phone**_____ **Home Phone**_____

Date of Birth_____ **Age**_____ **Number of Children**_____
(month) (day) (year)

Name of Spouse_____

Name of Children_____

Occupation or Profession_____

Employed by_____ **Business Phone**_____

Briefly Describe Complaint_____

Current Medications _____

Primary Care Physician Name _____ **Phone Number** _____

Past Surgeries _____

Referred by_____

Have you had chiropractic before?_____ **Where?**_____

What health insurance company do you have?_____ **Do you have an HSA, HRÅ or FSA? If yes, please circle.**

DO YOU HAVE ANY DIFFICULTY WITH THE FOLLOWING? IF YES, MARK "X)

( ) Allergies
( ) Asthma
( ) Arthritis
( ) Constipation
( ) Depression
( ) Sinus Trouble
( ) Trouble Sleeping
( ) Breast Implants (
) Fatigue
( ) Thyroid Trouble
( ) Snoring
( ) Heart Problems
( ) Ear Infections
( ) Ringing in Ears
( ) Stomach Disorder
( ) Indigestion
( ) Ulcers
( ) Loss of Balance
( ) Cancer

( ) Headaches
( ) Migraines
( ) Cluster Headaches
( ) Shooting Head Pain
( ) Throbbing Head Pain
( ) Light Bother Eyes
( ) Base of Neck Pain
( ) Jaw Pain
( ) Head Feels Heavy
( ) Clicking or Grinding in Neck
( ) Muscle Spasms in Neck
( ) Stiff Neck
( ) Shoulder Tightness
( ) Tingling in Fingers
( ) Numbness of Arm or Hand
( ) Pins and Needles in Arms or Back
( ) Shoulder Pain
( ) Cool Hands
( ) Post Menopausal

( ) Neck Pain
( ) Upper Back Pain
( ) Pain in Shoulder Blades
( ) Knots in the Back Muscle
( ) Stiff Mid Back
( ) Trouble Bending
( ) Trouble Twisting
( ) Mid Back Pain when Sleeping
( ) Chest Pain
( ) Heart Trouble
( ) Inner Tension
( ) Gall Bladder Trouble
( ) Irritability
( ) Heart Attack
( ) Bypass Surgery
( ) Lower Mid Back Pain
( ) Vascular Disease
( ) Mid Back Pain
( ) Menstrual Cramps and Pain

( ) Menstrual irregularity
( ) Painful Joints
( ) Swollen Joints
( ) Kidney Trouble
( ) Strokes
( ) Herniated Disc (
) Bulging Disc
( ) Pinched Nerve
( ) Pain into Legs
( ) Cold Feet
( ) Pain into feet
( ) Hip Pain
( ) Sciatic Pain
( ) Low Back Pain
( ) Intestinal Gas
( ) Pain into Buttock

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Electronic Health Records Form

Dear Patient: The United States Government is now requiring that we supply them with the following information.

Patient Name: _____ Date: _____

DOB: _____Height:____ft ____ in Weight: _____lbs Blood Pressure _____/_____
(Office use)

1) Ethnicity: Hispanic or Not Hispanic

2) Race (Circle One): Caucasian American Indian/Alaskan Native Asian Black/African American

Native Hawaiian/Pacific Islander Other: _____ Two or More

3) Preferred Language (Circle One): English Spanish French German Italian Mandarin

Cantonese Tagalog Japanese Other: _____

4) Preferred Method of Contact: Phone Call Text Message Phone Number: _____

5) Smoking Status: Daily Smoker Smokes Some Days Former Smoker Never Smoker

Prescription Medicines: ____ Check here if you are not taking any medications

Medication(s)	# of Refills	Quantity of Pills	Dosage: ie 10 mg	Dose Form: ie pill	Instructions : ie 1/day

Are you allergic to any medications? Check here if you DO NOT have any medical allergies.____

Name of Drug: ie Penicillin	Symptom: ie Rash

If you would like to electronically have access to your health information initial here _____

Please provide your email address if you initialed above: _____

McCartney Family Chiropractic & Wellness

Notice of Privacy Practices for Protected Health Information

This notice describes how medical information about you may be used and disclosed, as well as how you can get access to this information. Please review it carefully.

We are required by law to maintain the privacy of your health. We are also required to provide you with this notice of our legal duties and our privacy practices with respect to your health information at any time. We must abide by the terms of this notice while it is in effect, but we reserve the right to change the terms of our privacy notices. If we make a change, it will apply to all of your health information in our files, and we will notify you in writing if/when you come in for treatment.

Uses and Disclosures:

Below are some examples of how we might use or disclose your health information:

1. **We may have to disclose your health information to another health care provider, hospital, etc., if it is necessary to refer you to them for the diagnosis, assessment, or treatment of your health condition.**
2. **We may have to disclose your examination, treatment, and billing records to another party (i.e. your insurance company), if they are potentially responsible for the payment of your services.**
3. **We may need to use information in your file for quality control or administration purposes to run our practices.**
4. **We may use your name, address, phone number, and clinical records to contact you to provide appointment reminders, information about treatment alternatives, or other health related information that may be of interest to you (i.e. exam results, special promotions, referral information, etc.) 164.520(b)(1)(iii)(A). If you are not at home a message will be left on your answering machine or left with a family member and/or mailed to your home.**

You have the right to refuse to give us an authorization to contact you regarding your care at this office, or to limit uses and disclosure of your health information. If you do not give us an authorization, it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care (including billing you by mail or collection proceedings). You cannot refuse to receive monthly statements or billings, nor can you limit the access to your insurance company if they are responsible for payment. You may inspect or copy the information that we use to contact you regarding your care at any time.

Permitted Uses and Disclosures Without Your Consent or Authorization:

Under federal law, we are also permitted and required to use or disclose your health information without your consent or authorization in the following circumstances:

1. **We are providing health care services to you based on the orders (referral) of another health care provider.**
2. **We provide health care services to you in an emergency and we are unable to obtain your consent after attempting to do so.**
3. **If there are substantial barriers to communicating with you, but in our professional judgment we believe that you intend for us to provide care.**

Your Right to Limit Uses and/or Disclosures:

You have the right to request that we do not disclose your health information to specific individuals, companies, or organizations. Any restriction should be requested in writing. We are not required to honor these requests. However, if we agree with your restrictions, the restriction is binding on us.

Revoking Your Authorization:

You may revoke your authorization to us at any time in writing. There are two (2) circumstances under which we will not be able to honor your revocation request:

1. **If we have already released your health information before we receive your request to revoke your authorization. 164.508(b)(5)(I)**
2. **If you were required to give your authorization as a condition of obtaining insurance, the insurance company may have a right to your health information if they decide to contest any of your claims.**

Confidential Communication:

We will attempt to accommodate any reasonable written request regarding how/where (i.e. mailing address or contact number) you would like to receive information about your health or the services that we provide.

Amending Your Health Information:

You have the right to request that we amend your health information for seven (7) years from the date that the record was created or as long as the information remains in our files. We require a written request to amend your records that includes a valid reason to support the change. We have the right to refuse your request.

Inspecting/Coping Your Health Information:

You have the right to inspect the health information contained in your files while in our office and/or have a copy made for you. The health information is available up to seven (7) years from the date that the record was created or as long as the information remains in our files. Your request must be in writing to inspect the records and/or have them copied. An appointment will be set up within thirty (30) days of your written request for you to inspect your records in our office. Requested copies of your records will be available within six (6) business days of the written request and there will be a charge based on the amount of pages copied. Copies can be made of your x-rays for a charge of $10.00 for each disc. The original film is the property of this office because we are required by law to keep it in out records. Original films can only be released on referral to another physician.

Re-Disclosure:

We cannot control the actions of others whom we have released your information for treatment. Information that we disclose may be subject to re-disclose by these individuals by these individuals/facilities and may no longer be protected by the federal privacy rules.

Accounting of Disclosures of Your Records:

You have the right to request an accounting of any disclosures (not listed below) made of your health information for six (6) years prior to the date of your request. The request must be in writing. The accounting will exclude the following disclosers:

1. **Those required for your treatment, to obtain payment for services, to run our practice, and/or made to you.**
2. **Those necessary to maintain a directory of the individuals in our facility or to individuals involved with your care.**
3. **Those requested for national security, intelligence purposes, or law enforcement officers.**
4. **Those that were made prior to the effective date of the HIPAA privacy law (April 14, 2003).**

Complaints:

You may complain to us or to the Secretary for Health and Human Services if you feel that we have violated your privacy rights. We respect your right to file a complaint and will not take any action against you if you file a complaint. Written correspondence should be addressed to:

McCartney Family Chiropractic &Wellness
Attn: HIPAA Compliance Officer
1079 S. Baldwin Road
Lake Orion, MI 48360

Secretary for Health & Human Services
200 Independence Ave. S.W.
Room 509F, HHH Building
Washington, D.C. 20201

This notice is effective as of _____. This notice will expire six (6) years after the date upon which the record was created. By signing below, I acknowledge that I understand and agree to the information stated above. I also acknowledge that I was given the opportunity to read all the information and ask questions.

Signature: _____ Date: _____
□ Adult Patient □ Parent or legal guardian □ Spouse

Printed Name: _____ Relationship to Patient: _____

McCartney Family Chiropractic & Wellness

Authorization & Assignment

I understand and agree that health and accident policies are an arrangement between an insurance carrier and me. Furthermore, I understand that this chiropractic office will prepare any necessary reports and forms to assist me in making collection from the insurance company and that any amount authorized to be paid directly to this chiropractic office will be credited to my account by receipt. However, I clearly understand and agree that all services rendered to me are charged directly to me and I am personally responsible for payment. I also understand that if I suspend or terminate my care, any fees for professional services rendered to me will be immediately due and payable. In consideration of your undertaking me, I agree to the following:

1. **You are authorized to release any information you deem appropriate concerning my physical condition to any insurance company, attorney or adjuster in order to process any claim for reimbursement of charges incurred.**
2. **I authorize the direct payment of any sum from my attorney to you, I now or hereafter owe you out of the proceeds of any settlement of my case, and by any insurance company obligated to make payment to you or I based in whole or in part upon the charges made for your services. If my current policy prohibits direct payment to McCartney Family Chiropractic & Wellness, then I hereby instructs the insurance Company to make the check out to me as patient and mail it to me at following address c/o McCartney Family Chiropractic & Wellness S.Baldwin Road, Lake Orion, MI 48360**
3. **In the event any insurance company, obligated by contractual agreement to make payment to me or to you for the charges made for your services, refuses to make such payment upon demanding by you, I hereby assign and transfer to you the cause of action that exists in my favor against any such company and authorize you to prosecute said action either in my name as you see fit and further authorize you to compromise, settle, or otherwise resolve said claim as you see fit. I authorize the doctor to make complaints on my behalf to the insurance commissioner for any reason.**
4. **This authorization and assignment shall be valid and effective for all charges and fees hereafter incurred unless retracted and revoked by me in writing.**
5. **I understand that on all dates of service that I have presented myself in this office that I have desired treatment for my condition. I understand that my insurance company may rule these treatments to be not "medically necessary" in their opinion and if this happens, I am still responsible for payment.**

_____ _____

Signature **Date**

_____ _____

Witness (Office Use) **Date**

McCartney Family Chiropractic & Wellness

1079 S Baldwin Road, Lake Orion,MI-48360

To Whom It May Concern:

I _____, am writing to inform you that the care that I am about to receive at McCartney Family Chiropractic & Wellness Clinic is not in any way the result of an Auto or Work related injury. Please make note of this information so that payment may be made to the Doctor without interruption.

Thank you,

Signature _____

Witness (Office Use) _____ Date _____