### **Personal Information**

First Name: Dr. Mr. Mrs. Ms. Miss		MI:	Today's Date:			
Last Name:						
Address:			Date of Birth: Age:			
City:	State:	Zip:	Gender:			
Cell Phone #:  ( ) - Home Phone #:  ( ) -		E-mail Address:				
Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ D	ivorced					
Spouse Name:			Contact Phone #:			
Emergency Contact (if different from spouse)			Contact Phone #:			
Employment Status: ☐ Full-Time ☐ Part-time ☐ Unemp	oloyed 🗖	Retired	ent			
Employer Name:			Work Phone #:			
Family Physician (if applies):			Contact Phone #:			
Person Responsible for Bills (if different from per	rsonal infor	mation)				
First Name: Dr. DMr. Mrs. Ms. Miss		MI:	Today's Date: / /			
Last Name:						
Address:			Date of Birth: Age:			
City:	State:	Zip:	Gender:			
Cell Phone #: Home Phone #:		E-mail Address:				
( ) - ( ) - Work Phone #:						
( ) -						
Reason for Your Visit to Our Office						
☐ Auto Accident ☐ Independent Personal Health Reasons ☐ Pe	ersonal Accid	ent (slip & fall)				
How Did You Hear About Us						
Friend Refered Me (please write down their name):						
□ Internet/Website □ Doctor Refered □ Insurance Agent Refered □ Lawyer Refered						

### **Complaint History**

Patient Name Date						
Current Health Complaint: (Give a brief, detailed description of the problem you are currently experiencing)						
When did this problem start (date)?  How did it start?						
How often do you feel it? $\square$ 0-25% of the time (intermittent), $\square$ 26-50% of the time (occastional), $\square$ 51-75% of the time (frequently), $\square$ 76-100% of the time (constantly)						
What does it feel like? (Please check all that apply):  Achy Burning Congestion Cramping Crawling Dull Electric-like Fatigue Itchy Nagging Numb  Pounding Pressure Pulling Sharp Shooting Sore Spasm Stabbing Stiff Stressed Tight Tingling  Throbbing Weakness Sharp with motion Shooting with motion Stabbing with motion Electric-like with motion						
Does it radiate to anywhere? (please describe):						
On a Scale of 0 to 10 - where 0 is no pain and 10 is the worst pain ever - please circle the numbers that apply:  Level you feel the most: 0 1 2 3 4 5 6 7 8 9 10, Level when it feels the best: 0 1 2 3 4 5 6 7 8 9 10, Level when it feels the worst: 0 1 2 3 4 5 6 7 8 9 10						
Does anything make it feel worse? (Please check all that apply):  Bending forward Bending backward Bending or leaning right Bending or leaning left Twisting right Twisting right Twisting left  Climbing stairs Coughing Driving Exercising Kneeling Laying on your back Laying on your (R) side Laying on your (L) side  Carrying Lifting Pushing Pulling Running Sleeping Sneezing Standing Standing Straining Stretching  Walking Work duties Feels worse in the A.M. Feels worse in the P.M. Nothing specific makes it feel worse  Other (please describe):						
Does anything make it feel better? (Please check all that apply):  Bending forward Bending backward Bending or leaning right Bending or leaning left Resting Sleeping  Laying on your back Laying on your (R) side Laying on your (L) side Massage Moving around Sitting Standing Walking  Stretching I cling the symptomatic area Heat on the symptomatic area OTC Medication Prescription medication  Feels better in the A.M. Feels better in the P.M. Nothing specific makes it feel better						
Have you received <b>previous treatment</b> for this condition? From who?						
Activites of Daily Living (Please mark a number, as described below, for all the problems you are experiencing)  0 = Not a Problem, 1 = Mild difficulty (can do it but with pain), 2 = Moderate difficulty (have pain and it really hurts), 3 = Significant difficulty (unable to perform without agonizing pain)  Hygiene: Bathing Showering Washing your hair Drying your hair Combing your hair Washing your face Brushing your teeth  Using the toilet Putting on make-up Shaving your legs Shaving your face						
Self Care:Cleaning dishesEatingPreparing mealsPutting on a shirtHooking your BraPutting on pantsPutting on shoesTying your shoesCleaning your homeDoing laundryMaking your bedGetting normal, restful sleep at nightParticipating in desired sexual activity						
Work: Concentrating Using a keyboard Writing Performing work Duties						
Activities: Climbing Driving Golfing Jogging Personal hobbies Playing sports Running Walking Weightlifting  Exercising Exercising upper body Exercising lower body Exercising arms Exercising legs						
Movement:Carrying your purseCarrying small objectsCarrying large objectsClimbing StairsClimbing inclinesGrasping objectsLiftingPushingPullingReachingRecliningKneelingSittingStandingStandingStandingStandingStandingStandingStanding for long periodsStanding for long periodsStanding for long periodsStanding for long periodsStanding for long periodsWalking for long periodsStanding for long periodsWalking for long periodsStanding for long periodsWalking for long periods						
, .						

**Health History** 

ALL INFORMATION IS CONFIDENTIAL Page 1 of 2

Patient Name			Date		
Circle '	"C" for Current pr	oblems or Mark th	he box with a check ☑ next to the conditions you've had in the past		
General Health Conditi	ions:				
C  Alcoholism	C ☐ Allergies	C  Anemia	C ☐ Anxiety C ☐ Bi-polar disorder C ☐ Cancer C ☐ Chicken pox		
c □ Cold sores	c Depression	c Diabetes	C □ Dizziness C □ Edema (Swelling) C □ Endometriosis C □ Epilepsy		
C ☐ Fainting	C ☐ Fatigue	C Goiter	C ☐ Headaches C ☐ Hepititis C ☐ Herpes C ☐ High cholesterol		
C HIV/ AIDS	C  Malaria infection	C ☐ Measles	C ☐ Miscarrage		
C D Osteoporosis	C Pace maker	C Polio	C ☐ Rhumatic fever C ☐ Stroke C ☐ Tremors C ☐ Thyroid disease		
C Tuberculosis	C Unexplained weigh		xplained weight gain		
Muscle & Joint Condit	. ,	1 <u> </u>	pulled Hogh (guill		
C  Arthritis (Joint pain)	C General muscle	pain C Neck pain	n C ☐ Mid-back pain C ☐ Low-back pain C ☐ Shoulder pain C ☐ Elbow pain		
C Wrist/Hand pain	C  Hip pain	C  Knee pain			
VIIISVITATIU PAITI	С 🗖 Пір рані	C L Milee pain	. С 🛘 Анкіе рані — С 🗖 гоот рані — С 🗖 вогізіція — С 🗖 Goot		
Skin Conditions:					
C Boils C Brui	ise easliy C Drynes	ss C 🗖 Eczema	C ☐ Hives C ☐ Itching C ☐ Jaundice C ☐ Rash C ☐ Shingles C ☐ Varicose veins		
Eyes, Ears, Nose & Th	roat Conditions:				
C Deafness	C    Ear aches	C 🗖 Eye pain	C ☐ Gum disease C ☐ Hoarseness C ☐ Nasal obstruction C ☐ Nose bleeds		
C  Ringing in ears	C Sinus infection	C Sore throat	C ☐ Tonsilitis C ☐ Vision problems		
Respiratory Condition	s:				
C Asthma	C Bronchitis	C	c □ COPD c □ Coughing up phlem c □ Emphysema c □ Pneumonia		
C	C  Wheezing	C  Pain with breathing	g C ☐ Shortness of Breath		
Cardiovascular Condit	ions:				
C  Arteriosclerosis	C  Heart disease	C  Hypertension	C ☐ Hypotension C ☐ Irregular pulse C ☐ Pain over heart C ☐ Palpatations		
C ☐ Poor circulation	<b>C</b> □ Bradycardia	C  Tachycardia	C ☐ Swelling in ankles		
Gastrointestinal Condi	itions:				
C  Abdominal pain	C  Appendicitis	C ☐ Bloated abdomen	C ☐ Black stool C ☐ Bloody stool C ☐ Celiac Disease C ☐ Cirrhosis of liver		
C Colitis	C Crohn's disease	c	C ☐ Diarrhea C ☐ Difficult digestion C ☐ Diverticulitis C ☐ Excess gas		
C ☐ Gall stones	<b>C</b> ☐ Gastric reflux	C  Hernia	C ☐ Hemorrhoids C ☐ Intestinal worms C ☐ Irritable Bowel C ☐ Leaky Gut Syndrome		
C □ Nausea	C ☐ Painful defication	C ☐ Poor appetite	C ☐ Stomach pain C ☐ Vomiting C ☐ Ulcers		
Camita unimanu Cam ditia					
Genitourinary Condition  C	C 🗖 Blood in urine	C. D. Impetence	C ☐ Kidney infection C ☐ Kidney stones C ☐ Stress incontinence		
C Bed wetting	C Decreased flow or	C ☐ Impotence	,		
Ded welling	Decreased flow or	iorde C Li Palmiu	or or minorori		
Male Specifc:					
Date of last prostate exam:		/ Findings:	s:		
Female Specifc:					
Date of last PAP exam:		/ Findings:	s:		
Date of last Mamogram:		/ Findings:	s:		
Are you taking Birth Control	medication?	□ No / If Yes, plea	ease indicate the name in the medication section on the next page		
Are you Pregnant?	☐ Yes	□ No / If Yes, how	ow many months:		
Menstrual Flow: ☐ Regular ☐ Regular with pain and/or camping ☐ Irregular ☐ Irregular with pain and/or camping					

Patient Nam	ie									-		D	ate					
Allergies (pleas	e list all known allerg	gies):																
■ Animal dande	r 🗖 Animal hai	r	ļ	■ Beef		☐ Co	orn	■ Dairy		<b>□</b> Eggs			☐ Fis	h		☐ Fun	gus	
■ Latex	■ Legumes		ļ	☐ Mold		□ Nu		☐ Peanuts	i	□ Penicilli	in		<b>□</b> Pol	len		□ Rag	weed	
☐ Shellfish	☐ Soy		ı	☐ Strawbe	erries	<b>□</b> W	heat	☐ Other (pi	lease de	escribe):								
<b>.</b>																		
Medication (ple	ease list all medicatio	ns tha	at you	ı are curre	ntly using)	):												
Advil	☐ Alieve		ŀ	■ Acetami	nophen	☐ As	pirin	■ Ibuproph	nen	☐ Motrin			■ Na	oroxen S	odium	□ Ту	lenol	
Prescribed Med.  ☐ Alendronate	cation:  Chantix		ļ	☐ Crestor		<b>□</b> C <sub>y</sub>	/mbalta	□ Darvoce	et	<b>□</b> Daytran	na		<b>□</b> Est	rogen		☐ Fle	exeril	
☐ Hydrocodone	■ Levoxyl		1	☐ Lipitor		□М	orphine	■ Norco		■ Oxycon	tin		☐ Per	cocet				
☐ Testosterone	□ Ultram		ŀ	■ Valium		□ W	ellbutrin	■ Zanaflex	(	■ Zocor			□ Zol	oft				
☐ Other (please	describe) :																	
Vitamins, Mine	rals & Herbs (plea	ase lis	t all ti	hat you an	e currently	/ using) :												
☐ Multivitamin	☐ Vitamin B		ľ	■ Vitamin	С	□ Vit	tamin D	□ Vitamin	E									
☐ Other (please	describe) :																	
Surgeries & He	ospitalization (plea	ase lis	st any	/ surgeries	and the y	ears per	formed, the ye	ears you gave l	oirth, a	ny other reason	for be	ing h	ospitalize	ed and ti	ne year)	:		
Surgery:																		
_																		_
_																		
Births (years):																		
Hospitalization:																		
_																		
_		_	_						_		_	_						
Injuries (please	list any previous aut	o acci	idents	s and the y	/ear, bone	fracture	s and the year	r, sprains/strain	s and	the year):								
Injuries:																		
_																		
Family History	(Please circle the fa	mily n	nemb	ber "symbo	ol" for any	of the ap	oplicable disea	ses or illnesse	s):									
<b>F</b> = Fa	ther / M = Mother /	<b>B</b> = Br	other	/ <b>S</b> = Sist	er / PGF	= Paterna	al Grandfather /	PGM = Patern	al Grar	ndmother / MGF	= Mate	ernal (	Grandfath	er / MG		ernal Gra	ndmother	
Alcoholis	sm F	М	В	S PGI		MGF	MGM		ilepsy		F	М	B S	PGF	PGM	MGF	MGM	
Anemia	F	М	В	S PGI		MGF	MGM		aucon		F	М	B S	PGF	PGM	MGF	MGM	
Arterioso			В	S PGI		MGF	MGM			sease	F	M	B S	PGF	PGM	MGF	MGM	
Arthritis	F	M	В	S PGI		MGF	MGM		<u> </u>	od presure	F	M	B S	PGF	PGM	MGF	MGM	
Asthma	F	M	В	S PGI		MGF	MGM		<u> </u>	olesterol	F	M	B S	PGF	PGM	MGF	MGM	
Bleed ea		M	В	S PGI		MGF	MGM			Sclerosis	F	M	B S	PGF	PGM	MGF	MGM	
Cancer	F	M	В	S PGI		MGF	MGM		steopo	orsis	F	M	B S	PGF	PGM	MGF	MGM	
Diabetes		M	B B	S PGI S PGI		MGF MGF	MGM MGM		roke	diagona	F F	M	B S B S	PGF PGF	PGM PGM	MGF MGF	MGM	
Emphys	еша г	М	<u>Б</u>	3 PG	- PGIVI	IVIGE	IVIGIVI	111	yroid	disease	Г	М	вδ	PGF	PGIVI	WGF	MGM	
	its (please mark the	appr a	ropria			41-	E decide 4.4	2		□ defete A consider							de	
Alcohol	☐ Don't drink it				nes per mo		drink 1-3			drink 1 per day				□a	rink 2 or i	more per	day	
Coffee	☐ Don't drink it				1-4 cups pe			3 cups per day		drink 3 or more		per d	ay					
Tobacco	☐ Don't use it				ht amounts			derate amounts		use heavy amo								
Sleep	☐ Don't get regula	r sleep	)		4-6 hours p			-7 hours per nigh		sleep 8 or mor		rs per	nignt		da la A			
Soda	□ Don't drink it				1-4 per wee		drink 1-2			drink 2-4 a day				<b>∟</b> d	ink 4 or i	more a da	ay	
Water	☐ Don't drink it				1-3 cups pe		☐ drink 3-6			drink 6 or more		a day	' 					
Sugar Exercise	☐ Don't eat it☐ Don't exercise				ht amounts e in light ex			derat amounts		eat heavy amo				ge in he	avv ever	ise every	week	
LACICISE	DOLL EXELCISE			Lilya0	o in liquit ex	へらいいろせ せん	CI Y WEEK	L chyaye in fi	iouci di	10 EVELCIPE EARLA !	W C C K		- cilua	90 III IIB	avy EXEIC	130 CVUIV	WCCV	

### **INFORMED CONSENT**

(Please Read Carefully Before Signing.)

As will all things physical, when you engage in the treatment of soft (muscles, ligaments, etc.) and osseous (bone) tissues, there are risks in making changes to those tissues since they have been in a state of dysfunction for an undetermined amount of time. At Arbor Creek Health & Wellness, aka. Arbor Creek Chiropractic, we strive to provide the greatest physical health care available. Our methods and techniques allow us greater flexibility in our treatments and minimize the risks that can be found in traditional healthcare facilities. However, there are always risks in any treatment you decide to receive. This document outlines the possible risks of the type of care that we provide in this office. Please read all the information in this document before signing and accepting care.

#### • The chiropractic adjustment:

The doctor will use his hands or a mechanical adjusting instrument, upon your body, in such a way, as to move your joints when necessary. This may cause an audible "pop" or "click," much as you have experienced when you "crack" your knuckles. You may also feel or sense a movement of the joint. It is not uncommon to feel some stiffness and/or soreness in the adjusted areas following the first few days of treatment.

### • The material risks inherent in chiropractic adjustment:

There are certain complications which may arise during chiropractic manipulation. Those complications include: fractures, disc injuries, dislocations, muscle strain, diaphragmatic paralysis, cervical myelopathy, costovertebral strains and/or separations and/or rib fractures. In rare instances, some types of manipulation of the neck have been associated with injuries to the arteries (known as vertebral artery dissection) in the neck leading to or contributing to serious health complications including (but not limited to) stroke.

### • The probability of risks occurring:

Receiving a fracture from treatment is an extremely rare occurrence and generally results from some underlying pathological weakness of the bones. The different causes of stroke have been the subject of tremendous disagreement within the medical community for decades. One prominent authority claims that there is at most a one-in-a-million chance of such an outcome while utilizing the chiropractic adjustment in the cervical spine. As a policy, to reduce your risk, we employ tests in our examination which are designed to identify if you may be susceptible to that kind of injury. The possibility of having the other complications that are list above in the *material risks section* also generally described as occurring "rarely."

### • Ancillary (Modality) treatments:

In addition to chiropractic adjustments, we use the following treatments which have been listed with their known risks:

- Needle acupuncture infection is rare but possible. We use single use, sterile needles to reduce this risk.
- *Electrical stimulation* Skin burns and soft tissue irritation.
- *Infrared heat (moxa) therapy* Skin burns.
- Physiotherapy Used to rehabilitate fascia, muscles, ligaments and nerves. Possible side effects are:
  - Muscle strain and/or reinjury of presented complaint(s)
  - Ligamentous strain, sprain or reinjury
  - Possible reinjury of presented complaint(s)
- Manual therapy Used to release muscle tension, skeletal subluxation and toxic metabolites. This can cause
  muscle stiffness and aches as well as headaches and/or bruising of the soft tissues. Drinking plenty of water
  should aid in a quick recovery if these symptoms arise.
- *Neuromuscular Therapy* Findings are similar to Manual Therapy.

#### • The availability and nature of other treatment options:

Other treatment options for your condition include:

- Self-administered, over-the-counter analgesics and rest or exercise, etc.
- Prescription drugs such as anti-inflammatory, muscle relaxants and painkillers recommended and provided by your MD.
- Surgery

### • The material risks inherent in such options and the probability of such risks occurring include:

- Overuse of over-the-counter medications can produce undesirable side effects. If complete recovery is impractical, premature return to work and household chores may aggravate the condition and extend the recovery time. The probability of such complications arising is dependent upon the patient's general health, severity of the patient's discomfort, his pain tolerance and self-discipline in not abusing the medicine. Available (online) literature describes the highly undesirable effects from long term use of over-the-counter medicines.
- Prescription muscle relaxants and painkillers can produce undesirable side effects and patient dependence. The risk of such complications arising is dependent upon the patient's general health, severity of the patient's discomfort, his pain tolerance, self-discipline in not abusing the medicine and proper professional supervision. Such medications generally entail very significant risks some with rather high probabilities.
- Hospitalization in conjunction with other care bears the additional risk of exposure to communicable disease, iatrogenic (doctor induced) mishap and expense. The probability of iatrogenic mishap is remote, expense is certain; exposure to communicable disease is likely with adverse result from such exposure dependent upon unknown variables.
- The risks inherent in surgery include adverse reaction to anesthesia, iatrogenic (doctor induced) mishap, all those of hospitalization and an extended convalescent period. The probability of those risks occurring varies according to many factors. Additionally, there is no guarantee of outcome with surgery.

### • The risks and dangers attendant to remaining untreated:

Remaining untreated allows the formation of adhesions, a continual increase of soft tissue inflammation and reduces mobility which sets up a pain reaction further reducing mobility. Over time, this process may complicate treatment making it more difficult to treat and less effective the longer it is postponed. The probability that non-treatment will complicate a later rehabilitation is very high.

#### • Treatment Outcome Possibilities:

The treatments provided in this clinic have proven to be effective in relieving a variety of illnesses and health problems. The outcome of treatments provided have the following possibilities: the symptoms or illness you have sought care for may improve, may remain unchanged, or have the possibility of getting worse. We strive to ensure that your care is complete and that you will be satisfied with your outcome.

### DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE INFORMATION PRESENTED ABOVE.

By signing this informed consent, you agree that you have read ALL (in its entirety) or that someone has read to you ALL (in its entirety) the above explanation(s) of the nature of any treatments provided and possible risks with undergoing and/or receiving chiropractic treatment and modality treatments. By signing below, you are stating that you also understand the inherent risks of refusing chiropractic treatment and modality treatments provided by the staff and/or business entities which operate in the office of the Arbor Creek Health & Wellness, aka. Arbor Creek Chiropractic.

By signing below, I state that I have weighed the risks involved in undergoing and/or receiving treatment and assume the risk in receiving any and all chiropractic treatment and/or all modality therapies and I have decided it is in my best interest to undergo and/or receive any and/or all said treatment as well as any or all other treatments and services offered and provided by the staff and or business entities which operate in the office of the Arbor Creek Health & Wellness, aka. Arbor Creek Chiropractic.

Having been informed of the risks, I hereby give my consent and assume any and/or all the risks of receiving any and/or all treatment deemed necessary the staff and or business entities which operate in the office of the Arbor Creek Health & Wellness, aka. Arbor Creek Chiropractic for any reason. I understand that if I have any questions regarding treatment and/or services, I may ask the doctor and/or staff at any time for an explanation for reasons and purposes of treatment or services provided.

Patient Printed Name	Date	
Patient Signature		
(Signature of Parent or Guardian or Responsible Party)		

### **Financial Policy & Assignment of Benefits**

The following form represents our financial policy. You are required to read and sign this agreement prior to receiving any treatment and/or services. You will not be admitted for care without it.

# Financial Policy: PLEASE READ CAREFULLY (before signing)

Some (and/or perhaps all) of the services provided in our office may (or can) be considered, by your insurance provider, as non-covered (or non-essential) services and may not be considered "reasonable and/or necessary". Your insurance policy is a contract between you and your insurance company. We bill them for services provided. They remit or deny payment based on the provisions in that contract. There is never any guaranty of payment

provided by your insurance carrier. It is your responsibility to pay for any deductible amount, co-insurance, co-pay, or any other balance not paid or covered by

**your insurance.** You are financially responsible for all charges for services rendered regardless of any applicable insurance or benefit payments. We will bill you for these charges and if not paid will be sent to a collections recovery agency or law firm.

**Insurance does NOT cover maintenance care and/or nutritional supplements.** Maintenance care is considered medically unnecessary by all insurance companies. Federal plans (Medicare and Medicaid) explicitly exclude maintenance-type care from coverage. Therefore, you are responsible for all charges incurred for maintenance care.

### **Participating Insurance Plans:**

Please note that most insurance plans have a deductible. YOU MUST PAY THE FULL DEDUCTIBLE BEFORE THE INSURANCE WILL PAY THE COST OF YOUR CARE. This is not negotiable.

For those plans with which we are participating providers, it is our policy to collect all co-pays, co-insurance or any deductibles that are due at the time of service. In order to properly bill your insurance company and avoid untimely delays, we require that you provide us with accurate insurance information and allow us to maintain a copy of your insurance card and driver's license on file. In the event that your insurance coverage changes to a plan with which we do not participate, refer to the paragraph below for information regarding coverage. For minors, the adult accompanying a minor and the parent (or guardian(s) of the minor) are considered guarantors for the minor's account. For an unaccompanied minor; by law, all care will be denied unless the office or provider has been preauthorized to treat and therefore charge for treatment with an approved credit plan or insurance plan.

### **Non-Participating Insurance Plans:**

We do not accept assignment (payment) of insurance benefits, nor bill your insurance company if we are not a participating provider. Full payment (at the Self-Pay rate) is expected at time of service. If you want to use your insurance, and if we are not providers with that insurance carrier, we suggest you find a provider in your network. Review the next page for the Fee Schedule for Self-Pay Patients.

### **Assignment of Benefits:**

### **Authorization to Pay Benefits to Physician/Office (Statement):**

I hereby assign payment directly to the Office for any and all procedures and treatments provided, if any, otherwise payable to me for services provided at the Office, but not to exceed the indebtedness to the Office for those services. *I understand that I am financially responsible for charges not covered by my insurance*.

### CONFIDENTIAL Page 2 of 2

### **Authorization to Release Information (Statement):**

I hereby authorize the Office to release any information acquired in the course of my examination and/or treatment(s) to my referring practitioner and/or my insurance company.

### Acknowledgement of Financial Policy and Assignment of Benefits (Statement):

I have read and understand and agree to comply with the above Financial Policy and Assignment of Benefits provisions and agree to all provisions outlined therein.

X		
(Signature of Patient, Parent/Guardian or Responsible Party)	Date	

### **Fee Schedule for Self-Pay Patients:**

This is the fee structure for Self-pay and/or Non-insured patients and/or patients with whom the doctor(s) will not accept assignment. You must confirm with your individual practitioner which insurance plans he participates with. If he is not in-network with your insurance carrier he will not accept insurance coverage from your insurance carrier. Self-pay (time-of-service) visits are billed primarily by time but also by services provided. Fees are listed as follows:

Service (time-of-service rates only)*	Time allotted	Discount fees	Regular fees
First exam (only)	1-30 minutes	\$120	\$125-280
First exam + first treatment	1-60 minutes	\$165	\$180-320
Bundled (all) services (with or without chiropractic)	1-20 minutes	\$75	\$120
Bundled (all) services (with or without chiropractic)	21-30 minutes	\$100	\$135-200
Bundled (all) services (with or without chiropractic)	31-40 minutes	\$140	\$210-285
Bundled (all) services (with or without chiropractic)	41-60 minutes	\$200	\$285-395
Chiropractic (adjustment) only	1-10 minutes	\$50	\$75

### Acknowledgement of Financial Policy for Self-Pay and non-insured patients (Statement):

I have read and understand and agree to comply with the Financial Policy as stated in this document. Additionally, I hereby declare that I am unable to pay for the standard service fees at Arbor Creek Health & Wellness (i.e. Tim Bhakta, P.A., aka. Arbor Creek Chiropractic.) and/or waive the right to use insurance for any and all services rendered as they may or may not be covered by my insurance carrier, regardless of whether the service(s) rendered and office staff and facility are listed as providers in any or all insurance networks. I agree to pay for all services as listed in the Fee Schedule for Self-pay Patients section of the Financial Policy. I understand that additional costs may/will apply for unrelated charges of the fee schedule. I acknowledge that the fee schedule can change without notice and new fees will apply with or without being provided with notice of changes.

X(Signature of Patient, Parent/Guardian or Responsible Party)	Date	



(Arbor Creek Health & Wellness, Tim Bahkta, PA, aka Arbor Creek Chiropractic)

### 24 Hour Cancellation & "No Show" Fee Policy

Each time a patient misses an appointment without providing proper notice (24-hours advanced notice), another patient is prevented from receiving care. Therefore, Arbor Creek Health & Wellness, Tim Bhakta, PA (AKA Arbor Creek Chiropractic) reserve the right to charge a fee of \$70.00 for all missed appointments ("no shows") regardless of reason, and appointments which are not cancelled with a 24-hour advance notice.

"No Show" fees will be billed to the patient or guardian of the patient. This fee is NOT covered by insurance, and must be paid on the day of or prior to your next appointment. Multiple "no shows" in any 12 month period may result in termination from either practice. Thank you for your understanding and cooperation as we strive to serve the needs of all of our patients.

### Release from Care Assumption (If the Fee is not Paid):

As per the "No Show" policy; if the fee is not paid within 60 days of this notice, it is assumed that there is no intention, desire, or will, on the part of the patient, to remit the required fee. It is also assumed that the patient *does* have the intention, desire and will to be released from any and all future care. This will mean that the patient will not be able to make/schedule any new/future appointments and the patient will be permanently released from care. Please be advised that promissory notes, notes payable, IOU's, or any other negotiable instruments will not be accepted in lieu of fee payment.

By signing below, you acknowledge that you ha policy.	ive received this notice and understand to	his
Patient or Guardian Signature	Date	_



### **HIPPA PRIVACY NOTIFICATION & PRACTICE REQUIREMENTS**

## THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your PHI. "Protected Health Information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical health or mental health or condition, and related health care services.

### **Uses and Disclosures of Protected Health Information**

Your PHI may be used and disclosed by your physician, our office staff, and others outside of our office that are involved in your care and treatment for the purposes of providing health care services to you, pay your health care bills, to support the operation of the physician's practice, and any other use required by law.

### **Treatment**

We will use and disclose your PHI to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third-party. For example, we would disclose your PHI, as necessary, to a home health agency that provides care to you. For example, your PHI may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

### **Payment**

Your PHI will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant PHI be disclosed to the health plan to obtain prior approval for the hospital admission.

### **Healthcare Operations**

We may use or disclose, as needed, your PHI in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing, and conducting or arranging for other business activities. For example, we may disclose your PHI to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to

sign your name and indicate your physician. We may also call you by name in the waiting room when your physician in ready to see you. We may use or disclose your PHI as necessary to contact you to remind you of your appointment.

We may use or disclose your PHI in the following situation without your authorization. These situations include: as Required by Law, Public Health issues as required by law, Communicable Diseases: Health Oversight, Abuse or Neglect, Food and Drug Administration requirements, Legal Proceedings, Law Enforcement, Coroner, Funeral Directors, and Organ Donation, Research, Criminal Activity, Military Activity and National Security, Workers' Compensation, Inmates, Required Uses and Disclosures, Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500. Other Permitted and Required Uses and Disclosures Will Be Made Only With Your Consent, Authorization, or Opportunity to Object unless required by law.

You may revoke this authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Your Rights. Following is a statement of your rights with respect to your PHI.

<u>You have the right to inspect and copy your PHI</u>. Under Federal law, however, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and PHI that is subject to law that prohibits access to PHI.

You have the right to request a restriction on your PHI. This means you may ask us not to use or disclose any part of your PHI for the purposes of treatment, payment, or healthcare operations. You may also request that any part of your PHI not be disclosed to family members or friends who may be involved in your dare or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is not required to agree to a restriction that you may request. If the physician believes it is in your best interest to permit use and disclosure of your PHI, your PHI will not be restricted. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper



copy of this Notice from us, upon request, even if you have agreed to accept this Notice alternatively i.e. electronically.

You may have the right to have your physician amend your PHI. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures we have made, if any, of your PHI. We reserve the right to change the terms of this Notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this Notice.

**Complaints.** You may complain to us or the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. **We will not retaliate against you for filing a complaint.** 

This Notice was published and becomes effective on/before April 1, 2019.

We are required by law to maintain the privacy of, and provide individuals with, this Notice of our legal duties and privacy practices with respect to PHI. If you have any objections to this form, please ask to speak with our HIPPA Compliance Officer in person or by phone at our main phone number.

Clicking "Agree" below is only acknowledgment that you have received this Notice of our Privacy Practices.

PATIENT ACKNOWLEDGEMENT: By subscribing my name below, I acknowledge having read the Notice; I understand it and agree to its terms.								
Signature of Patient, Parent/Guardian or Responsible Party	Date							

### **SYSTEMS SURVEY FORM**

(Restricted to Professional Use)

PATIENT	AGE	DOCTOR	DATE

<u>INSTRUCTIONS</u>: Circle the number that applies to you. **If a symptom does not apply, leave it blank**. Circle either: **(1)** for **MILD** symptoms (occurs rarely), **(2)** for **MODERATE** symptoms (occurs several times a month), or **(3)** for **SEVERE** symptoms (occurs almost constantly).

or (3) for SEVERE symptoms (occurs almost constantly).					
	GROUP ONE				
1 - 1 2 3 Acid foods upset	<b>8</b> – 1 2 3 Gag Easily	15 - 1 2 3 Appetite reduced			
2 - 1 2 3 Get chilled, often	9 - 1 2 3 Unable to relax, startles easi	ily 16 - 1 2 3 Cold sweats often			
3 - 1 2 3 "Lump" in throat	10 - 1 2 3 Extremities cold, clammy	17 - 1 2 3 Fever easily raised			
4 - 1 2 3 Dry mouth-eyes-nose	11 - 1 2 3 Strong light irritates	18 - 1 2 3 Neuralgia-like pains			
5 - 1 2 3 Pulse speeds after meal	12 - 1 2 3 Urine amount reduced	19 - 1 2 3 Staring, blinks little			
6 - 1 2 3 Keyed up - fail to calm	13 - 1 2 3 Heart pounds after retiring	<b>20</b> – 1 2 3 Sour stomach frequent			
7 - 1 2 3 Cuts heal slowly	<b>14</b> - 1 2 3 "Nervous" stomach				
	GROUP TWO				
21 - 1 2 3 Joint stiffness after arising	<b>29</b> - 1 2 3 Digestion rapid	<b>37</b> - 1 2 3 "Slow starter"			
22 - 1 2 3 Muscle-leg-toe cramps at r	night <b>30</b> - 1 2 3 Vomiting frequent	38 - 1 2 3 Get "chilled" infrequently			
23 - 1 2 3 "Butterfly" stomach, cramps	31 - 1 2 3 Hoarseness frequent	39 - 1 2 3 Perspire easily			
<b>24</b> - 1 2 3 Eyes or nose watery	32 - 1 2 3 Breathing irregular	40 - 1 2 3 Circulation poor,			
<b>25</b> - 1 2 3 Eyes blink often	33 - 1 2 3 Pulse slow; feels "irregu	llar" sensitive to cold			
26 - 1 2 3 Eyelids swollen, puffy	34 - 1 2 3 Gagging reflex slow	<b>41</b> - 1 2 3 Subject to colds,			
27 - 1 2 3 Indigestion soon after mea	s 35 - 1 2 3 Difficulty swallowing	asthma, bronchitis			
28 - 1 2 3 Always seem hungry;	<b>36</b> – 1 2 3 Constipation,				
feels "lightheaded" often	diarrhea alternating				
	GROUP THREE				
<b>42</b> - 1 2 3 Eat when nervous	<b>49</b> – 1 2 3 Heart palpitates if meals	53 - 1 2 3 Crave candy or coffee			
43 - 1 2 3 Excessive appetite	missed or delayed	in afternoons			
44 - 1 2 3 Hungry between meals	50 - 1 2 3 Afternoon headaches	54 - 1 2 3 Moods of depression -			
45 - 1 2 3 Irritable before meals	<b>51</b> – 1 2 3 Overeating sweets upsets	"blues" or melancholy			
<b>46</b> - 1 2 3 Get "shaky" if hungry	52 - 1 2 3 Awaken after few hours slee	ep 55 - 1 2 3 Abnormal craving for			
47 - 1 2 3 Fatigue, eating relieves	- hard to get back to sleep	sweets or snacks			
48 - 1 2 3 "Lightheaded" if meals dela	ayed				
	GROUP FOUR				
56 - 1 2 3 Hands and feet go to sleep		<b>68</b> - 1 2 3 Bruise easily, "black			
easily, numbness	<b>64</b> – 1 2 3 Swollen ankles	and blue" spots			
57 - 1 2 3 Sigh frequently, "air	worse at night	69 - 1 2 3 Tendency to anemia			
hunger"	65 - 1 2 3 Muscle cramps, worse	<b>70</b> - 1 2 3 "Nose bleeds" frequent			
58 - 1 2 3 Aware of "breathing	during exercise; get	71 - 1 2 3 Noises in head, or			
heavily"	"charley horses"	"ringing in ears"			
<b>59</b> – 1 2 3 High altitude discomfort	66 - 1 2 3 Shortness of breath	<b>72</b> – 1 2 3 Tension under the			
<b>60</b> – 1 2 3 Opens windows in	on exertion	breastbone, or feeling			
closed room	<b>67</b> - 1 2 3 Dull pain in chest or	of "tightness",			
61 - 1 2 3 Susceptible to colds	radiating into left arm,	worse on exertion			
and fevers	worse on exertion				
62 - 1 2 3 Afternoon "yawner"					

### SYSTEMS SURVEY FORM - Page 2

<ul> <li>73 - 1 2 3 Dizziness</li> <li>74 - 1 2 3 Dry skin</li> <li>75 - 1 2 3 Burning feet</li> <li>76 - 1 2 3 Blurred vision</li> <li>77 - 1 2 3 Itching skin and feet</li> <li>78 - 1 2 3 Excessive falling hair</li> <li>79 - 1 2 3 Frequent skin rashes</li> <li>80 - 1 2 3 Bitter, metallic taste in mouth in mornings</li> <li>81 - 1 2 3 Bowel movements painful or difficult</li> <li>82 - 1 2 3 Worrier, feels insecure</li> </ul>	over eyes  84 - 1 2 3 Greasy foods upset  85 - 1 2 3 Stools light-colored  86 - 1 2 3 Skin peels on foot soles  87 - 1 2 3 Pain between shoulder blades  88 - 1 2 3 Use laxatives	91 – 1 2 3 Sneezing attacks 92 – 1 2 3 Dreaming, nightmare type bad dreams 93 – 1 2 3 Bad breath (halitosis) 94 – 1 2 3 Milk products cause distress 95 – 1 2 3 Sensitive to hot weather 96 – 1 2 3 Burning or itching anus 97 – 1 2 3 Crave sweets				
98 - 1 2 3 Loss of taste for meat	<b>101</b> – 1 2 3 Coated tongue	<b>104</b> - 1 2 3 Mucous colitis or				
99 – 1 2 3 Lower bowel gas several		"irritable bowel"				
hours after eating  100 - 1 2 3 Burning stomach sensations, eating reliev	foul-smelling gas  103 - 1 2 3 Indigestion 1/2 - 1 hour after es	105 – 1 2 3 Gas shortly after eating 106 – 1 2 3 Stomach "bloating" eating; may be up to 3-4 hours after				
GROUP SEVEN						
(A)  107 - 1 2 3 Insomnia  108 - 1 2 3 Nervousness  109 - 1 2 3 Can't gain weight  110 - 1 2 3 Intolerance to heat  111 - 1 2 3 Highly emotional  112 - 1 2 3 Flush easily  113 - 1 2 3 Night sweats  114 - 1 2 3 Thin, moist skin  115 - 1 2 3 Inward trembling  116 - 1 2 3 Heart palpitates  117 - 1 2 3 Increased appetite withoweight gain  118 - 1 2 3 Eyelids and face twitch  120 - 1 2 3 Irritable and restless  121 - 1 2 3 Can't work under pressore	(D)  142 - 1 2 3 Abnormal thirst  143 - 1 2 3 Bloating of abdomen	(E)  150 - 1 2 3 Dizziness  151 - 1 2 3 Headaches  152 - 1 2 3 Hot flashes  153 - 1 2 3 Increased blood pressure  154 - 1 2 3 Hair growth on face or body (female)  155 - 1 2 3 Sugar in urine (not diabetes)  156 - 1 2 3 Masculine tendencies (female)  (F)  157 - 1 2 3 Weakness, dizziness  158 - 1 2 3 Chronic fatigue  159 - 1 2 3 Low blood pressure				
(B) <b>122</b> - 1 2 3 Increase in weight	145 – 1 2 3 Sex drive reduced or lacking	<b>160</b> – 1 2 3 Nails, weak, ridged <b>161</b> – 1 2 3 Tendency to hives				
123 - 1       2       3       Decrease in appetite         124 - 1       2       3       Fatigue easily         125 - 1       2       3       Ringing in ears         126 - 1       2       3       Sleepy during day         127 - 1       2       3       Sensitive to cold         128 - 1       2       3       Dry or scaly skin         129 - 1       2       3       Constipation         130 - 1       2       3       Mental sluggishness         131 - 1       2       3       Headaches upon arising wear off during day         133 - 1       2       3       Slow pulse, below 65         134 - 1       2       3       Frequency of urination         135 - 1       2       3       Impaired hearing	146 - 1 2 3 Tendency to ulcers, colitis  147 - 1 2 3 Increased sugar tolerance  148 - 1 2 3 Women: menstrual disorders  149 - 1 2 3 Young girls: lack of menstrual function	<ul> <li>162 - 1 2 3 Arthritic tendencies</li> <li>163 - 1 2 3 Perspiration increase</li> <li>164 - 1 2 3 Bowel disorders</li> <li>165 - 1 2 3 Poor circulation</li> <li>166 - 1 2 3 Swollen ankles</li> <li>167 - 1 2 3 Crave salt</li> <li>168 - 1 2 3 Brown spots or bronzing of skin</li> <li>169 - 1 2 3 Allergies - tendency to asthma</li> <li>170 - 1 2 3 Weakness after colds, influenza</li> <li>171 - 1 2 3 Exhaustion - muscular and nervous</li> </ul>				
136 – 1 2 3 Reduced initiative		<b>172</b> – 1 2 3 Respiratory disorders				

GROUP EIGHT	FEMALE ONLY		MALE ONLY		
<b>173</b> – 1 2 3 Apprehension	<b>200</b> - 1 2 3 Very easil	y fatigued	<b>213</b> – 1 2 3	Prostate trouble	
<b>174</b> – 1 2 3 Irritability	<b>201</b> – 1 2 3 Premenst	rual tension	<b>214</b> – 1 2 3	Urination difficult	
<b>175</b> – 1 2 3 Morbid fears	<b>202</b> – 1 2 3 Painful m			or dribbling	
<b>176</b> – 1 2 3 Never seems to get well	<b>203</b> - 1 2 3 Depresse	J. C P	015 400	· ·	
<b>177</b> – 1 2 3 Forgetfulness	· ·	anatrustian I		Night urination frequent	
<b>178</b> – 1 2 3 Indigestion <b>179</b> – 1 2 3 Poor appetite	<b>204</b> – 1 2 3 Menstruat	1.4	<b>216</b> – 1 2 3	Depression	
180 – 1 2 3 Craving for sweets		14	<b>217</b> – 1 2 3	Pain on inside of	
<b>181</b> – 1 2 3 Muscular soreness	and prolo	ĭ		legs or heels	
<b>182</b> – 1 2 3 Depression; feelings of dread	205 – 1 2 3 Painful br		<b>218</b> – 1 2 3	Feeling of incomplete	
183 – 1 2 3 Noise sensitivity	<b>206</b> – 1 2 3 Menstruat	e too frequently		bowel evacuation	
184 – 1 2 3 Acoustic hallucinations	<b>207</b> – 1 2 3 Vaginal di		210 1 2 2	Lack of energy	
185 – 1 2 3 Tendency to cry	<b>208</b> – 1 2 3 Hysterect	Jilly/ovalles		••	
without reason <b>186</b> – 1 2 3 Hair is coarse and/or	removed			Migrating aches and pains	
thinning	<b>209</b> – 1 2 3 Menopaus	sal hot flashes	<b>221</b> – 1 2 3	Tire too easily	
<b>187</b> – 1 2 3 Weakness	210 - 1 2 3 Menses s	canty or missed	<b>222</b> – 1 2 3	Avoids activity	
<b>188</b> – 1 2 3 Fatigue	<b>211</b> - 1 2 3 Acne, wor	se at menses	<b>223</b> – 1 2 3	Leg nervousness at night	
189 - 1 2 3 Skin sensitive to touch	<b>212</b> – 1 2 3 Depression		<b>224</b> – 1 2 3	Diminished sex drive	
190 - 1 2 3 Tendency toward hives					
<b>191</b> – 1 2 3 Nervousness	IMPORTANT				
<b>192</b> – 1 2 3 Headache <b>193</b> – 1 2 3 Insomnia	TO THE PATIENT: Please list below the five main physical complaints you have in order of				
<b>194</b> – 1 2 3 Anxiety	their importance.				
<b>195</b> – 1 2 3 Anorexia	1				
<b>196</b> – 1 2 3 Inability to concentrate;	2				
confusion					
197 - 1 2 3 Frequent stuffy nose; sinus	3				
infections	4				
198 – 1 2 3 Allergy to some foods	5				
<b>199</b> – 1 2 3 Loose joints					
	(TO BE COMPLETED	BY DOCTOR)			
Postural Blood Pressure: Recumbent	Standi	na	Pulse		
1 Ostarai Biood i ressure. Hecamberit	Starior		1 0136		
Hema-Combistix Urine readings: pH	Albumin p	er cent	Glucose per cer	nt	
Occult Blood pH of Saliva	pH of Stoo	ol specimen	Weight _		
Hemoglobin Blood Clotting Time					
Dioda Clothing Time					
BARNES THYROID TE	_	You can do the following tes	at home to see if vo	ou may have a functional low thyroid.	
This test was developed by Dr. Broda Barnes, M.D. and is a measurement of the underarm temperature to determine hypo and hyperthyroid states. The test is conducted by the patient in the				ou use a digital one, place the probe	
a.m. before leaving bed - with the temperature being taken for 10 minutes. The test is invalidat-		al 5 minutes. When using a			
ed if the patient expends any energy prior to taking the test - getting up for any reason, shaking down the thermometer, etc. It is important that the test be conducted for exactly 10 minutes, mak-		Data			
ing the prior positioning of both the thermometer and a clock important.		Date:Temperature: Date:Temperature:			
PRE-MENSES FEMALES AND MENOPAUSAL FEMALES  Any two days during the month		Date:Temperature:			
FEMALES HAVING MENSTRUAL CYCLES		Date:Temperature:			
The 2 <sup>rd</sup> and 3 <sup>rd</sup> day of flow OR any 5 days in a row. <b>MALES</b>		Date:Temperature:			
Any 2 days during the month.		Date:Temperature:			
				ature:	

# CASE RECORD