***Welcome***

*OUR COMMITMENT* is to help you get well as soon as possible. *OUR* *MISSION* is to provide the highest degree of quality care in a professional, ethical and caring environment. *OUR VISION* is to educate, motivate and assist you and your family to achieve optimal health. Please complete this form as accurately as possible to help us to help you.

Thank you, Dr. K. Christine Lim, Dr. Garry T. Krakos and Staff.

***YOUR REGISTRATION INFORMATION***

|  |
| --- |
| TODAY’S DATE: Wednesday, November 8, 2017 |
| Name: Last, First Age: Enter Age Date of Birth: mm/dd/yyyy |
| Social Security Number: Click here to enter text.  Female  Male Marital Status: S M W D |
| Street Address: Enter Address Apt #:Enter Apt. # |
| City: Enter City State: Enter State Zip Code: Enter Zip Code |
| Home Phone: Enter Phone Cell Phone: Enter Phone Email: Enter Email |
| Occupation: Enter Occupation Employer: Enter Employer Work Phone: Enter Phone. |
| Spouse’s Name: Enter Name Occupation: Enter Occupation |
| Children and Ages: 1. Enter Age 2. Enter Age 3. Enter Age 4. Enter Age |
| Method of Payment:  Self Pay  Medicare  Auto Accident/Personal Injury |
| Whom may we thank for referring you to our office? Enter Name |
| Please choose how you would like to receive reminders and practice updates/newsletters.  Email and/or Text  Call Enter Phone for reminders. Do not email and/or text. |

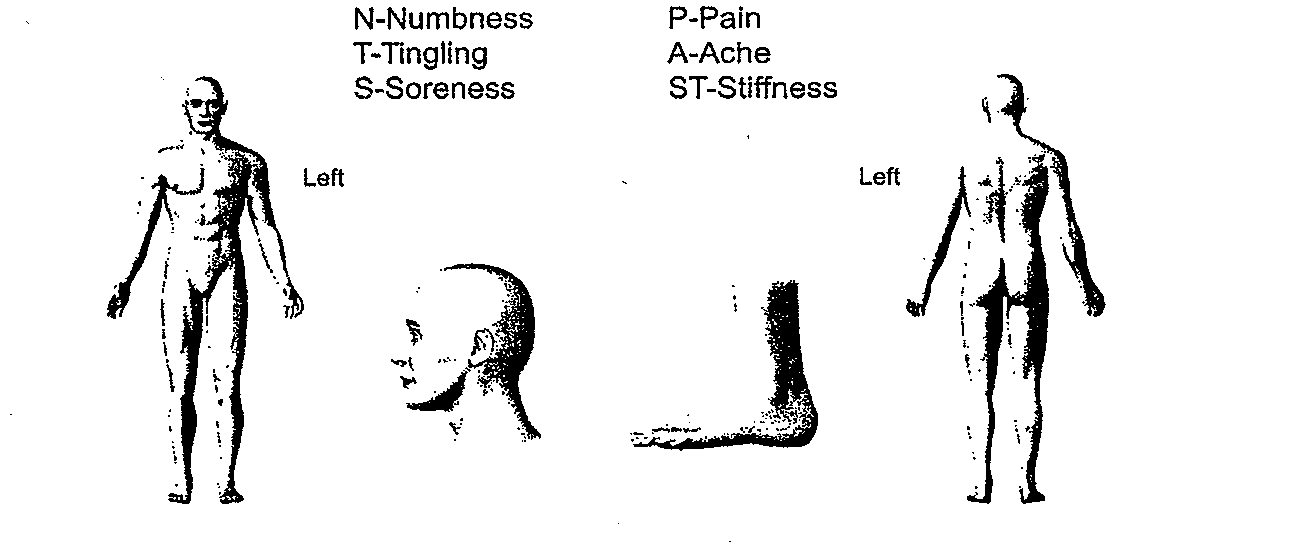
***YOUR HEALTH INFORMATION***

|  |
| --- |
| Reason for your visit today? Click or tap here to enter text. |
| Date of onset? Click or tap here to enter text. |
| What makes this worse? Click or tap here to enter text. |
| What make this better? |
| Is this condition getting:  Better  Worse  Constant  Comes and Goes |
| Is this condition interfering with:  Daily Routine  Sleep  Work  Exercise |
| Have you had similar problems in the past:  Yes  No If yes, when: Click or tap here to enter text. |
| Have you had previous chiropractic care:  Yes  No Dr. Click or tap here to enter text. |
| Other doctors who treated this condition:  1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. |

|  |  |
| --- | --- |
| Surgery(s) Date(s):  1. Click or tap here to enter text.  2. Click or tap here to enter text.  3. Click or tap here to enter text. | Auto Accidents(s) Date(s):  1. Click or tap here to enter text.  2. Click or tap here to enter text.  3. Click or tap here to enter text. |
| Trauma / Falls / Fractures:  1. Click or tap here to enter text.  2. Click or tap here to enter text.  3. Click or tap here to enter text. | Work or Personal Injuries:  1. Click or tap here to enter text.  2. Click or tap here to enter text.  3. Click or tap here to enter text. |

**LOCATION OF PAIN(S)**

**Please mark area & type of pain on the drawing using the codes listed below.**

****

|  |
| --- |
| HAVE YOU HAD OR NOW HAVE ANY OF THE FOLLOWING CONDITIONS:  Neck Pain  Heart Disease  Epilepsy  Anemia  Respiratory disorder  Back Pain  Chest Pain  Multiple Sclerosis  Nervousness  Digestive disorder  Scoliosis  Asthma  Foot/Knee/Shoulder  Diabetes  Female problems  Headaches  Arthritis  Mental Disorder  Cancer  Male problems  Migraines  Fatigue  Skin Problems  Sinus Problems  Thyroid  Allergies  Lyme  Nutritional Problems  Fibromyalgia Other: Enter Description  DESCRIBE: Click or tap here to enter text. |

***YOUR FAMILY HISTORY***

|  |
| --- |
| Back Neck Arthritis Heart Cancer Diabetes Other  Mother       Enter Description  Father       Enter Description  Brother       Enter Description  Sister       Enter Description |

***YOUR PERSONAL HABITS***

|  |
| --- |
| MEDICATIONS:  Pain  Arthritis  Muscle Relaxers  Anti-depressants  Sleep  Acid Reflux  Diabetes  Birth Control  Asthma  Heart  Cholesterol  High Blood Pressure  Thyroid  Lyme  Other: Click or tap here to enter text. |
| VITAMINS AND SUPPLEMENTS:  Multiple Vit/Min  B Complex  Vitamin A  B1  B6  B12  C  D  E  K  CoQ10  Chondroitin/Glucosamine  MSM  Fish Oil  Calcium  Iron  Potassium  Magnesium  Other: Click or tap here to enter text. |
| DIET: Do You Eat: *Fruits*  Yes  No *Veggies*  Yes  No *Fish*  Yes  No  *Fast Food*  Yes  No *Red Meat*  Yes  No *Sweets*  Yes  No  Daily Water Intake in Cups: Choose an item.  Food Allergies: Click or tap here to enter text. Favorite Foods: Click or tap here to enter text.  Are You Presently:  Vegetarian  Vegan  Gluten Free  Weight Loss Diet  Other  RATE YOUR OVERALL DIET: Choose an item. *(1 = Poor /10 = Great)* |

|  |
| --- |
| HABITS: *Smoking:*  Yes *Alcohol:*  Yes *Caffeine:*  Yes *Soda:*  Yes  No  No  No  No |
| EXERCISE:  None  Light  Moderate  Active  Athlete  List type(s) of Exercise:  1. Click or tap here to enter text.  2. Click or tap here to enter text. |
| LIST DAILY ACTIVITIES & HOBBIES:  1. Click or tap here to enter text.  2. Click or tap here to enter text. |
| HOW MANY HOURS DO YOU SLEEP? Enter Value hrs.  Describe: Click or tap here to enter text.  IS YOUR MATTRESS:  Firm  Medium  Soft  Memory Foam |
| DO YOU WEAR:  Heel Lifts  Arch Supports  Prescription Orthotics  Custom Shoes |

***YOUR HEALTH GOALS***

|  |
| --- |
| Atlas Alignment  Live a Healthier Lifestyle  Feel Better Quickly  Nutritional Consult  Acupuncture  Exercise Program |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient/Guardian (Please Print)

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

Patient/Guardian (Signature)

**Electronic Health Records Intake Form**

*In compliance with requirements for the government EHR incentive program*

|  |  |
| --- | --- |
| **First Name**: Click or tap here to enter text. | **Last Name**: Click or tap here to enter text. |

**Email address:** Click or tap here to enter text.@Click or tap here to enter text.

**Preferred method of communication for patient reminders** (Check one): Email Phone Mail

**DOB:**  mm/dd/yyyy **Gender (Check one):**  Male Female **Preferred Language:** Click or tap here to enter text.

**Smoking Status (Check one):** Every Day Smoker Occasional Smoker Former Smoker Never Smoked

*CMS requires providers to report both race and ethnicity*

**Race (Check one):** American Indian or Alaska Native Asian Black or African American White (Caucasian) Native Hawaiian or Pacific Islander I Decline to Answer

**Ethnicity (Check one):** Hispanic or Latino Not Hispanic or Latino I Decline to Answer

**Are you currently taking any medications?** (Please include regularly used over the counter medications)

|  |  |
| --- | --- |
| Medication Name | Dosage and Frequency (i.e. 5mg once a day, etc.) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Do you have any medication allergies?**

|  |  |  |  |
| --- | --- | --- | --- |
| Medication Name | Reaction | Onset Date | Additional Comments |
| Enter Text | Enter Text | Enter Text | Enter Text |
| Enter Text | Enter Text | Enter Text | Enter Text |
| Enter Text | Enter Text | Enter Text | Enter Text |

**I choose to decline receipt of my clinical summary after every visit***(These summaries are often blank because of the nature and frequency of chiropractic care.)*

Patient/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| *For office use only*  Height: \_\_\_\_\_\_\_\_\_ Weight:\_\_\_\_\_\_\_\_\_\_\_\_ Blood Pressure:\_\_\_\_\_\_ /\_\_\_\_\_\_ |

**Financial Policy**

Thank you for choosing us as your chiropractic health care provider. Our goal is to provide you with the highest quality health care with integrity and skill in a caring environment. We want to make your financial arrangements as simple as possible. Please read our office *financial policy* and ask us any questions you may have. **Please sign or initial in the spaces provided**.

**Methods of Payment**

We accept all major credit cards (Amex, Visa, MasterCard, and Discover). Payment is also possible via cash or personal check.

**Care Plans**

A Care Plan is available to assist you in paying for your care. We provide two Care Plan options:  
1. Payment in full includes a 10% discount on all care plan covered charges.

2. Payment in three installments with a 5% discount. Please see our front desk for more information.

**Family Plans**

A Family Plan is available to provide chiropractic care for the entire family. This is an affordable way to keep everyone in the family in alignment and in optimal health. Ask our staff for details.

**Medicare**

* We accept Medicare. Our office will file your Medicare claims on your behalf; full payment is due at the time of service.
* Your charges will be based on the federally mandated Medicare fee schedule. Because we have chosen not to be a Medicare Participating Provider, you will receive reimbursement directly from Medicare.
* Medicare will automatically file your claims with your secondary insurance carrier.
* Please note that Medicare pays for approved *adjustments* only. They do not cover x-rays, exams or other therapies. Charges not covered under Medicare will be your financial responsibility.

**Auto Accident/Personal Injury Claim**

Please provide our staff with all information pertaining to any auto or personal injury claims including but not limited to: insurance company, claim number, adjustor or attorney contact information, and date of injury.

**Please initial at asterisks\***

**\*\_\_\_\_\_\_ Insurance**

We have chosen not to be in network with private insurance companies. However, our office will submit claims electronically to your insurance company on your behalf. Reimbursement will be paid directly to you from your insurance company based upon your individual policy. It is your responsibility to provide the front desk staff with up-to-date insurance information. There will be a one-time administrative fee of $20.

**\*\_\_\_\_\_\_ I understand that payment is due at time of service unless other arrangements have been made prior to the service rendered.**

**\*\_\_\_\_\_\_ Nonpayment:** Please note that any charges on your account are due at time of service. If you receive a letter regarding overdue unpaid charges on your account, please pay within 14 days to avoid further action.

\***\_\_\_\_\_\_ Missed Appointments:** Our office reserves the right to charge for missed appointments or appointments cancelled without 24 hour prior notification. These charges will be your responsibility and cannot be billed to insurance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basic Fee Schedule** | | | | |
| **Comprehensive Spine Exam** | **$185** |  | **Initial Nutrition Evaluation** | **$150** |
| **Digital x-rays (Per view)** | **$70** |  | **Nutrition Follow-up** | **$45** |
| **Office Visit/Adjustment** | **$85** |  | **Muscle Stimulation Therapy** | **$25** |
| **Initial Acupuncture Evaluation** | **$100** |  | **Low Level Laser Therapy (LLLT)** | **$25** |
| **Acupuncture Treatment** | **$65** |  |  |  |
|  |  |  |  |  |
| \*Care Plans and Family Plans are available. Please ask the Front Desk for more information.  \*Military Discount: Active duty personnel (10%). | | | | |

**I have read and understand the above financial policy. I agree to abide by its guidelines and understand that I am personally responsible for all services rendered to me by the doctors at Spine Arts Center.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient/Guardian (Please Print)

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

Patient/Guardian (Signature)

**REQUIRED SIGNATURES**

**AUTHORIZATION FOR CHIROPRACTIC HEALTH SERVICES** (For new Patients)

I authorize the performance upon myself the following procedures: Physical Examination, X-ray(s) if indicated, adjustments, physiotherapy, acupuncture if indicated, to be performed by or under the direction of Dr. K. Christine Lim and/or Dr. Garry Krakos.

Patient Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELEASE OF INFORMATION**

I authorized Dr. K. Christine Lim and/or Dr. Garry Krakos to release any information or office records to my medical insurance company.

Name of Insurance Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICARE SIGNATURE ON FILE**

We are required by law to submit Medicare claims.

Please PRINT your name exactly as it appears on your Medicare Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medicare Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request that payment of authorized Medicare benefits be made to me. I authorize any holder of medical information about me to release any information needed to determine these benefits or the benefits payable for related services to the Health Care Financing Administration and its agents.

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

**FEMALE PATIENTS ONLY**

This is to certify that to the best of my knowledge I am **NOT** pregnant.

Date of last menstrual period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to Release Medical Information**

I, Enter Name, consent to allow the following individuals to have access to my medical records and/or make appointments on my behalf. I understand that if any of the following individuals make appointments on my behalf and I do not keep my appointment or do not call and cancel with a 24 hour advanced notice; I am still financially responsible for fees related to cancelling late or not keeping my appointment.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

I understand that I may revoke or modify my consent to release my medical information at any time.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Acknowledgement of Receipt of “Notices of Privacy Practices”

I hereby acknowledge that I have received a copy of this office’s “Notices of Privacy Practices”. I understand that if I have questions or complaints regarding my privacy rights that I may contact the person listed on the NPP form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patient/Guardian (Please Print)

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

Patient/Guardian (Signature)

**For Office Use Only**

We attempted to obtain written acknowledgement of receipt of our “Notices of Privacy Practices”, but acknowledgement could not be obtained because:

* Individual refused to sign.
* Communication barriers prohibited obtaining the acknowledgement.
* An emergency situation prevented us from obtaining acknowledgement.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spine Arts Center**

**Notice of Privacy Practices**

**(PATIENT COPY)**

This notice describes how personal health information (PHI) may be used and disclosed and how you can get access to this information. Please review this document carefully. The privacy of your health information is important to us.

Your Rights:

* You can ask to see or get a copy of your health information and claims records and other health information we have about you. We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
* You can ask us to correct your health and claims records if you think they are incorrect or incomplete. We may say “no” to your request, but we’ll tell you why in writing within 60 days.
* You can ask us to contact you in a specific way or to send mail to a different address. We will consider all reasonable communication requests, and must say “yes” if you tell us you would be in danger if we do not.
* You can ask us not to use or share certain health information for treatment, payment or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
* You can ask for a list of the times we’ve shared your health information for six years prior to the date you ask. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures. We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
* You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
* If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.
* You can complain if you feel we have violated your rights by contacting us using the information at the bottom of the page. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov](http://www.hhs.gov). We will not retaliate against you for filling a complaint.

Your Choices:

* For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us.
* In these cases, you have both the right and choice to tell us to: share your information with your family, close friends, or others involved in payment for your care, and share your information in a disaster relief situation. If you are unable to communicate your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.
* In these cases, we never share your information unless you give us written permission: marketing purposes and sale of your information.

Our Uses and Disclosures:

* We can use your health information and share it with professionals who are treating you.
* We can use and disclose your information to run out organization and contact you when necessary.
* We can use and disclose your health information as we pay for your health services.
* We may disclose your health information to your health plan sponsor for plan administration.
* We can share health information about you for certain situations such as: preventing disease, helping with product recalls, reporting adverse reactions to medications, reporting suspected abuse, neglect or domestic violence, and preventing or reducing a serious threat to anyone’s health or safety.
* We can use or share your information for health research.
* We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.
* We can share health information in response to organ and tissue donation requests and work with medical examiners or funeral directors.
* We can use or share health information about you: for workers’ compensation claims, for law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, and for special government functions such as military, national security, and presidential protective services.
* We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities:

* We are required by law to maintain the privacy and security of your PHI. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy of it. We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you can change your mind at any time. Let us know in writing if you change your mind.
* We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our website, and we will mail you a copy.

Effective Jan 1, 2017

Privacy Office:

Dr. Garry T. Krakos

703-644-2222

[info@atlasspineartscenter.com](mailto:info@atlasspineartscenter.com)