

**Patient Intake**

PATIENT NAME:		SOCIAL SECURITY #:	
SEX: M      F	DATE OF BIRTH:		AGE:
MAILING ADDRESS:		CITY:	STATE:      ZIP:
EMAIL ADDRESS:			
HOME PHONE #:	CELL PHONE #:	WORK PHONE #:	
EMPLOYER:			
OCCUPATION			
NUMBER OF BIOLOGICAL CHILDREN:		MARITAL STATUS: S / M / D / W	

**Insurance Information**

PRIMARY INSURANCE CO. NAME:		TYPE: (CIRCLE ONE) MEDICAL / AUTO / OTHER	
COMPANY ADDRESS:			
ID #:	GROUP #:	CLAIM #:	SUBSCRIBER SSN:
SUBSCRIBER NAME:	SUBSCRIBER DOB:	RELATION TO SUBSCRIBER:	
COVERAGE EFFECTIVE DATE:		DATE OF INJURY:	

**Secondary Insurance Information**

SECONDARY INSURANCE:	ID #:	GROUP #:	SUBSCRIBER SSN:
COMPANY ADDRESS:		RELATION TO SUBSCRIBER:	
SUBSCRIBER NAME:		SUBSCRIBER DOB:	COVERAGE EFFECTIVE DATE:

IN CASE OF EMERGENCY NOTIFY: (Name & Phone):	
HOW WERE YOU REFERRED TO OUR OFFICE?	
Newspaper/Magazine _____	Internet _____
Family/Friend _____	Physician _____
	Other _____

**PATIENT MEDICAL HISTORY QUESTIONNAIRE**

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

Name of Referring Doctor: \_\_\_\_\_ Name of Family Doctor: \_\_\_\_\_

Reason for Today's Visit: \_\_\_\_\_

How long have you had this problem? (days, weeks, months, etc) \_\_\_\_\_

What makes your problem better or worse? (i.e. positions, activities and/or treatments)

Symptoms better with: \_\_\_\_\_

Symptoms worse with: \_\_\_\_\_

What other treatments did you have for this problem? (meds, physical therapy, chiropractic, acupuncture, injections, etc.)

\_\_\_\_\_

Rate the Pain (0 = No Pain, 10 = worst imaginable pain) On average \_\_\_\_\_ At worst \_\_\_\_\_

Are you allergic to Latex? \_\_\_\_\_ Are you allergic to Iodine or Contrast dye? \_\_\_\_\_

Are you allergic to any drugs? (circle one) YES or NO If yes, please list those drugs below:

DRUG	REACTION	DRUG	REACTION

List your current medications, vitamins and supplements:


Are you currently enrolled in the Medicinal Marijuana Program/ MMP? (circle one) YES or NO

<b>PAST MEDICAL HISTORY</b> (Please <b>circle</b> all that apply)			
High Blood Pressure	Heart disease or heart attack	Diabetes	Kidney Disease
Multiple Sclerosis	Seizures	Congestive heart failure	Vascular disease
Asthma	COPD	Scoliosis	Lyme disease
Gastric reflux	Stomach ulcers	Emphysema	Depression
Liver disease	Hepatitis	Enlarged prostate	Thyroid disease
Osteoarthritis	Rheumatoid arthritis	Bleeding disorder	Cancer
		Gout	Shingles

Please list any other medical conditions you may have that were not mentioned above:

\_\_\_\_\_

<b>FAMILY HISTORY</b> (Please <b>circle</b> all that apply to members of your family):			
Bleeding disorder	Coronary artery disease	Hepatitis	Cancer
Heart Disease/Attacks	Seizures	Lung disease	Rheumatoid arthritis
Kidney disease	Malignant hyperthermia	Scoliosis	Asthma

Please list any medical conditions that a member of your family may have that were not mentioned above:

\_\_\_\_\_

**PATIENT MEDICAL HISTORY QUESTIONNAIRE (continued)**

<b>PAST SURGICAL HISTORY</b> (Please <b>circle</b> all that apply to you and list the date of surgery)			
Surgery	Date	Surgery	Date
Spine surgery – cervical spine		Shoulder Arthroscopy (right/left)	
Spine surgery – thoracic spine		Knee Arthroscopy (right/left)	
Spine surgery – lumbar spine		Joint replacement (right/left)	
Coronary artery bypass graft		Laparoscopy	
Cardiac catheterization		Thyroid surgery	
Pacemaker or Defibrillator		Hysterectomy	
Peripheral bypass surgery		Hernia repair	
Eye surgery			

Please list any other surgeries you had that were not mentioned above: \_\_\_\_\_

Do you Smoke?     Current Smoker     Former Smoker     Never Smoked     Pipe Smoker     Cigar Smoker  
 If yes, how much do you smoke?     3 cigarettes or less per day     1/2 a pack per day     More than a pack per day

Do you drink alcohol? (circle one) YES or NO  
 If yes, how frequent?     Social only     Several times per week     Everyday

Do you have a history of substance abuse? (circle one) YES or NO  
 If yes, what kind?     IV Drugs     Pills     Marijuana     Alcohol     Other

Do you currently use illicit drugs? (circle one) YES or NO  
 If yes, what kind?     IV Drugs     Pills     Marijuana     Other

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

Do you exercise or participate in sports? (circle one) YES or NO    If yes, please give details: \_\_\_\_\_

Please <b>circle</b> any of the following symptoms that you've experienced recently:			
Constitutional	Fever	Night Sweats	Weight loss
Eyes	Red eyes	Blurring vision	Vision loss
Ears/Nose/Mouth	Nose bleeds	Sore throat	Hearing loss
Cardiovascular	Chest pain	Palpations	Leg swelling
Respiratory	Shortness of breath	Chronic cough	Wheezing
Gastrointestinal	Nausea	Vomiting	Diarrhea
Genitourinary	Burning w/ urination	Blood in urine	Urinary incontinence
Skin	Rash	Hives	Skin infection
Neurological	Headache	Tremor	Seizures
Psychiatric	Depression	Panic attacks	Suicidal ideation
Endocrine	Excessive thirst	Cold intolerance	Excessive sweating
Hematological/Lymph	Easy bruising	Swollen glands	Easy bleeding
Allergy/Immune	Runny nose	Sinus congestion	Itchy eyes

Please describe in detail the symptoms and treatment you have related to the problems circled above: \_\_\_\_\_

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

Reviewed by Provider: \_\_\_\_\_ Date: \_\_\_\_\_



**FINANCIAL POLICY AGREEMENT / ASSIGNMENT OF BENEFITS**

Thank you for choosing Northeast Spine and Sports Medicine as your health care provider. We are committed to providing excellent care to all of our patients and we will always do our best to achieve this goal, whether it is in office or at the surgery center.

Northeast Spine and Sports Medicine are private professional entities and are *not* contracted with *any* insurance plans other than Medicare. Even though we do not participate in your insurance plan's provider network, we pledge to help you understand and manage the financial aspects associated with providing you the very best care and attention you deserve.

Most insurance plans allow patients to select their own treating physician even if the physician they prefer is not in their insurance plan's network. To help you understand your responsibilities, we will inquire as to your plan's out-of-network benefits, and explain what, if any, financial obligations you will have for our services.

Our independence is a hallmark trait of our practice. As an out-of-network provider, the course of treatment we provide will not be limited to what an insurance plan representative will approve, but will instead be solely upon the state-of-the-art care that your board certified physician recommends.

All charges will be submitted to your insurance carrier on behalf as an out-of-network provider. You may be responsible for your deductible and co-insurance on allowed payments up to your out-of-pocket maximum according to your out-of-network insurance policy. Most insurance plans allow reasonable and customary payment for our services in which case you will not receive any bills. In few cases however, a particular plan may not provide reasonable and customary payment in which case you may be responsible for some of the difference between what is billed and what your insurance plan allows for payment.

In addition, the Horizon Blue Cross Blue Shield insurance company may send payment for our services directly to you. You agree to relinquish all payments that you receive from your insurance company for our services to Northeast Spine and Sports Medicine. Failure to do so will result in legal action.

By signing below, you attest that you completely understand and agree with our financial policy as described above for the services provided by Northeast Spine and Sports Medicine and its professionals.

**ASSIGNMENT OF BENEFITS**

PATIENT NAME: \_\_\_\_\_

I irrevocably assign to NORTHEAST SPINE AND SPORTS MEDICINE all of my rights and benefits under any insurance contracts for payment for services rendered to me by NORTHEAST SPINE AND SPORTS MEDICINE. I irrevocably authorize all information regarding my benefits under any insurance policy relating to any claims by NORTHEAST SPINE AND SPORTS MEDICINE to be released to NORTHEAST SPINE AND SPORTS MEDICINE. I irrevocably authorize NORTHEAST SPINE AND SPORTS MEDICINE to file insurance claims on behalf for services rendered to me. I irrevocably direct that all such payments go directly to NORTHEAST SPINE AND SPORTS MEDICINE. I irrevocably authorize NORTHEAST SPINE AND SPORTS MEDICINE to act on my behalf and report any suspected violation of proper claims practices to the proper regulatory authorities. This assignment of benefits has been explained to my full satisfaction, and I understand its nature and effect.

X \_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Patient Name (printed)

\_\_\_\_\_  
Date



## HIPAA AUTHORIZATION

For use or disclosure of health care information

By signing this form I, \_\_\_\_\_, authorize the use and disclosure of my health information as described below

You can disclose my health information as described below:

- Leave message on my answering machine
- Leave message with spouse
- Leave message with anyone who answers the phone
- Can fax information to my home
- Can fax information to my work
- Can mail information to my home
- Can mail information to my work place
- Can request your Medicare information for prior facilities/physicians

You can leave messages confirming my appointments as described below:

- Leave message on my answering machine
- Leave message with my spouse
- Leave message with anyone who answers the phone

I understand that I have the right to revoke this authorization, in writing, at any time, except (1) where uses or disclosures have already been made based upon my original permission or (2) the authorization was obtained as a condition of securing insurance coverage and the insurer by law has the right to contest a claim or the insurance policy. I understand that uses and disclosures already made based upon my original permission cannot be taken back. To revoke this authorization I must do so in writing.

Patient Name (Print): \_\_\_\_\_

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

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



**An Accounting of Disclosures:** You have the right to request an accounting of our disclosures of medical information about you except for certain circumstances, including disclosures for treatment, payment, health care operations or where you specifically authorized a disclosure. Northeast Spine and Sports Medicine will provide the first accounting to you in any 12-month period will be the practice complies with state records release laws.

We ask that you submit these requests in writing.

**Request Restrictions:** You have the right to request a restriction or limitation the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we do not share or disclose information about a procedure that you had. We ask that you submit these requests in writing.

*Except under Specific circumstances, we are not required to agree to your request.* If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment or is required by law. We must agree to restrict the disclosure of protected health information to a health plan for purposes of carrying out payment or health care operations (as defined by HIPPA) if the information pertains solely to a health care item or service for which we have been paid by you out-of-pocket, and in full.

**Request Confidential Communications:** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. We will agree to the request to the extent that it is reasonable for us to do so. For example, you can ask that we use an alternate address for billing purposes. We ask that you submit your request in writing.

**A Paper Copy of This Notice:** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy.

*To exercise any of your rights, please obtain the required forms from the Privacy Officer and submit your request in writing.*

### ***Complaints***

If you believe your privacy rights have been violated, you may file a complaint with us by calling the office at which you are treated or by contacting the Secretary of the Federal Department of Health and Human Services. All complaints must also be submitted in writing. You will not be penalized for filing a complaint.

### ***Other Uses of Medical Information***

Other uses and disclosures of medical information not covered by this Notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. However, we are unable to take back any disclosures we have already made with your permission and we are required to retain our records of the care that we provided you.

**I acknowledge having received a copy of the practice's Notice of Privacy Policies.**

**Patient Name (Print):** \_\_\_\_\_

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



## Health Insurance Profitability and Accountability Act of 1996

Notice of Privacy Practices

**Effective August 1<sup>st</sup> 2012**

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.

*If you have any questions about this Notice, please contact our Privacy Officer at the number listed at the end of this Notice.*

### ***Our Responsibilities***

Northeast Spine and Sports Medicine is required by law to maintain the privacy of your health information and to provide you with a description of our legal duties and privacy practices regarding your health information. The current Notice will be posted on the practice website at [www.NorthEastSpineAndSports.com](http://www.NorthEastSpineAndSports.com) and in our waiting room. The notice will include the effective date. In addition, we will make our best effort to provide you with a copy of this notice and we request that you acknowledge receipt with your signature.

We are required by law to abide by the terms of this Notice and notify you if we make any changes to this Notice, which may be at any time. Changes of this notice will apply to your medical information that we already maintain as well as new information received after the change occurs. If we change our Notice, it will be made available to anyone who asks for it, and be posted on the practice website at [www.NorthEastSpineAndSports.com](http://www.NorthEastSpineAndSports.com) and in the office waiting room. You may also request that the revised Notice will be sent to you in the mail or you may ask for one at your next appointment or appropriate visit. This Notice will also serve as to your rights with regard for your medical information.

### ***How We May Use and Disclose Medical Information About You***

The following categories describe examples of the way we use and disclose medical information:

**For Treatment:** We may use medical information about you to provide, coordinate and manage your treatment or services. We may disclose medical information about you to other- doctors, nurses, technicians (e.g. clinical laboratories or imaging companies), medical students or other personnel who are involved in your care. We may communicate your information either orally or in writing by mail or facsimile.

We may also provide a subsequent healthcare provider with copies of various reports that should assist him or her in treating you. For example, your medical information may be provided to a physician to whom you have been referred so as to ensure that the physician has appropriate information regarding your previous treatment and diagnosis.

**For Payment:** We may use and disclose medical information about your treatment and services to bill and collect payment from you, your insurance company or a third-party payer. For example, we may need to give your insurance company information before it approves or pays for the health care services, we recommend for you.

**For Healthcare Operations:** We may use or disclose, as needed, your health information in order to support our business activities. These activities may include, but are not limited to quality assessment activities, employee review activities, licensing, legal advice, accounting support, information systems support and conduction or arranging for other business activities. In addition, we may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment by telephone or reminder card.

**Business Associates:** There are some services provided in our organization through contacts with business associates. Examples include collections and software support. If their services are contracted, we may disclose your health information to our business associate so that they can perform the job that we have asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information through a written contract. In addition, business associates are individually required to abide by the HIPPA rules.



## Informed Consent to Chiropractic & Physical Therapy Treatment

*Medical doctors, chiropractic doctors, osteopaths, and Physical Therapists that perform manipulation are required to obtain your informed consent before starting treatment.*

I, \_\_\_\_\_, do hereby give my consent to the performance of conservative noninvasive treatment to the joints and soft tissues. I understand that the procedures may consist of manipulations/adjustments involving movement of the joints and soft tissues. Physical therapy, traction, ultrasound, hot packs, TENS unit, exercises, laser, and other therapeutic modalities may also be used.

Soreness: I am aware that, like exercises, it is common to experience muscle soreness in the first few treatments.

Fractures/Joint Injury: I further understand that in isolated cases underlying physical defects, deformities or pathologies like weak bones from osteoporosis may render the patient susceptible to injury. When osteoporosis, degenerative disc, or other abnormality is detected this office will proceed with extra caution.

Stroke: Although strokes happen with some frequency in our world, strokes from chiropractic adjustments are rare. I am aware that nerve or brain damage including stroke is reported to occur once in one million to once in ten million treatments.

Physical Therapy Burns: Some of the therapies used in this office generate heat and may rarely cause a burn. Despite precautions, if a burn is obtained there will be a temporary increase of pain and possible blistering. This should be reported to the doctor. Tests have been performed on me to minimize the risk of complications from treatment, and I freely assume these risks.

### Treatment Results

I also understand that there are beneficial effects associated with these treatment procedures including decreased pain, improved mobility and function, and reduced muscle spasm. However, I appreciate there is no certainty that I will achieve these benefits. I agree to the performance of these procedures by my doctor and such other persons of the doctor's choosing.

### Alternative Treatments Available

Reasonable alternative to these procedures have been explained to me including rest, home applications of therapy, prescription or over-the-counter medications, exercises and possible surgery.

### Consent to evaluate and treatments of a minor child (if applicable)

I, \_\_\_\_\_, being the parent or legal guardian of \_\_\_\_\_ have read and fully understand the above Informed Consent and hereby grant permission for my child to receive chiropractic care and/or physical therapy.

I have read or have had read to me the above explanation of chiropractic treatment. Any questions I had regarding these procedures have been answered to my satisfaction PRIOR TO MY SIGNING THIS CONSENT FORM. I have made my decision voluntarily and freely.

To attest to my consent to these procedures, I hereby affix my signature to this authorization for treatment.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PATIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS



### **Patient Consent to X-Ray**

I authorize the performance of diagnostic x-ray examination of myself which my physician may consider necessary or advisable in the course of my examination and treatment.

Signed \_\_\_\_\_

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

#### **If Patient is a Minor**

I am the parent or legal representative of \_\_\_\_\_, who is a minor, \_\_\_\_\_ years of age. I authorize the performance of diagnostic x-ray of this minor which my physician may consider necessary or advisable.

Signed \_\_\_\_\_

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

#### **Females: Regarding Possibility of Pregnancy**

This is to certify that, to the best of my knowledge, I am not pregnant, and my physician has my permission to perform diagnostic x-ray examination. I have been advised that certain x-ray examinations, particularly those involving the pelvis, can be hazardous to an unborn child.

I am not pregnant due to the following:

\_\_\_\_\_ Post-Menopausal > 1 year

\_\_\_\_\_ Hysterectomy

\_\_\_\_\_ Active menstrual cycle: Date of last menstrual cycle: \_\_\_\_\_

Signed \_\_\_\_\_

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