

Community Chiropractic Center

Name _____ Preferred Name _____

Address _____

City/State/Zip _____

Phone #s (home) _____ (cell) _____

Email _____

SS# _____ Birth date _____

Occupation _____ Employer _____

Marital Status single married separated divorced widowed

Emergency Contact: Name _____ Phone # _____

How did you find out about our office? _____

Primary care physician _____ Phone _____

Insurance Co. _____ Phone _____

Adjustor Name _____ FAX# _____

Member ID# _____ Claim# _____

Insured Name _____ Relationship to Insured _____

MedPay? Yes No Were You At Fault? Yes No Have You Retained An Attorney? Yes No

Attorney Name _____ Phone _____

Date of Accident _____ Time of Accident _____ Road condition Dry Wet

In what City/State did the accident occur? _____

Did the police come to the accident scene? Yes No Is there a police report? Yes No

Was the accident on the job? Yes No Were you in a company vehicle? Yes No

Where were you seated in the vehicle? Driver Passenger Rear-seat Other _____

Were you aware of the approaching collision prior to impact or did it catch you by surprise? Aware Surprise

Were you wearing a seatbelt? Yes No Did you receive any injury/bruise from the seat belt? Yes No

Did your head hit the headrest during the accident? Yes No

Did the airbag deploy? Yes No Did it strike you? Yes No Where? _____

Which way was your head pointing at impact? Straight Right Left Body? Straight Right Left

Did you lose consciousness upon impact? Yes No

At the time of the accident, did you experience any of the following? Confused Disoriented Dizzy

Light headed Nauseated Blurred vision Ringing/buzzing in ears Loss of balance

Other: _____

Do you still have any of those symptoms? Yes No If yes, which ones? _____

Did you go to the hospital? Yes No When? Immediately ___ hours later ___ days later

Which hospital? _____ How did you get to hospital? _____

What treatment did the hospital provide? (collar, splint, x-rays, medication, etc.) _____

What areas were x-rayed? _____ What was their diagnosis? _____

What did they recommend for follow-up care? _____

Was any other doctor consulted after your accident? Yes No If yes, please complete the information below

Dr. _____ Specialty? _____ Date first seen: _____

Type of treatment: _____ Frequency: _____ How long? _____

Check symptoms you have noticed since the accident.

- Headaches Shoulder pain Neck pain Upper back pain Midback pain Low back pain
- Migraines Arm/leg pain Depression Buzzing in ears Irritability Numbness/Tingling
- Fatigue Chest pain Dizziness Cold hands/feet Paralysis Sleeping problems
- Sciatica Memory loss Fainting Vision problems Sore muscles Joint Pain/Stiffness
- Jaw pain Sinus pain Fever Loss of balance Loss of smell Urinary problems
- Other: _____

Describe the car you were in: Year:_____ Make:_____ Model:_____

Was your car stopped at the time of impact? Yes No, estimate the speed of the vehicle you were in _____

Describe the other car: Year:_____ Make:_____ Model:_____

Was the other car moving at the time of impact? Yes No If yes, estimate the speed of the vehicle _____

Please describe, to the best of your knowledge, what happened during this accident (you may draw the accident)

CURRENT COMPLAINTS (List in order of severity)

1st Body Part:_____ Date symptom first appeared:_____

How often do you experience these symptoms?

- Constant (76-100% of the time) Frequent (51-75% of the time)
- Occasionally (26-50% of the time) Intermittently (0-25% of the time)

What makes symptom increase? _____

What makes symptom decrease? _____

Type of pain? Sharp Dull Aching Burning Throbbing Numb Other

Please rate the intensity of your symptoms (0 being no symptoms, 10 being

Average pain intensity (please circle):

0 1 2 3 4 5 6 7 8 9 10

How much has this symptom interfered with your daily activities (please circle):

0 1 2 3 4 5 6 7 8 9 10

Where does pain radiate to? _____

2nd Body Part: _____ Date symptom first appeared: _____

How often do you experience these symptoms?

- Constant (76-100% of the time) Frequent (51-75% of the time)
 Occasionally (26-50% of the time) Intermittently (0-25% of the time)

What makes symptom increase? _____

What makes symptom decrease? _____

Type of pain? Sharp Dull Aching Burning Throbbing Numb Other

Please rate the intensity of your symptoms (0 being no symptoms, 10 being

Average pain intensity (please circle):

0 1 2 3 4 5 6 7 8 9 10

How much has this symptom interfered with your daily activities (please circle):

0 1 2 3 4 5 6 7 8 9 10

Where does pain radiate to? _____

3rd Body Part: _____ Date symptom first appeared: _____

How often do you experience these symptoms?

- Constant (76-100% of the time) Frequent (51-75% of the time)
 Occasionally (26-50% of the time) Intermittently (0-25% of the time)

What makes symptom increase? _____

What makes symptom decrease? _____

Type of pain? Sharp Dull Aching Burning Throbbing Numb Other

Please rate the intensity of your symptoms (0 being no symptoms, 10 being

Average pain intensity (please circle):

0 1 2 3 4 5 6 7 8 9 10

How much has this symptom interfered with your daily activities (please circle):

0 1 2 3 4 5 6 7 8 9 10

Where does pain radiate to? _____

Please list any medications or vitamins you are taking _____

The above is accurate to the best of my knowledge.

Patient (Print Name)

Patient's Signature or Guardian of Said Minor

Date

Office Policies

Appointments

Office visits are scheduled according to the severity of your condition and the program of chiropractic care that the doctor feels is best for you. The frequency of visits outlined in your Treatment Plan is of paramount importance to your results so we ask that each patient assume the responsibility of strict adherence to the Treatment Plan as it is designed for optimum results.

If, for any reason, you are unable to keep an appointment, we require that you telephone immediately to reschedule that visit. This office reserves the right to charge for missed appointments and those appointments canceled without 24 hours notice.

Insurance/Financial Policy

I understand and agree that all insurance coverage, whether accident, work related, or general coverage is an arrangement between my insurance carrier and myself. Furthermore, I understand that Community Chiropractic LLC 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 Community Chiropractic LLC will be credited to my account upon receipt. However, I clearly understand and agree that all services rendered me are charged directly to me and that I am personally responsible for payment. I also understand that if I suspend or terminate my care or treatment, any fees for professional services rendered me will be immediately due and payable. If my account is not paid within 90 days of the date of service and no financial arrangements have been made, I will be responsible for legal fees, collection agency fees, interest charges and any other expenses incurred in collecting my account.

Assignment of Insurance Benefits

I hereby authorize payment to be made directly to Community Chiropractic, LLC of all benefits which may be due and payable under insurance coverage for the undersigned patient. I authorize utilization of this application or copies thereof for the purpose of processing claims and effecting payments. I further acknowledge that this assignment of benefits does not in any way relieve me of liability and that I will remain financially responsible to Community Chiropractic, LLC.

Authorization of Care

I hereby authorize the staff to perform any services deemed necessary during diagnosis and treatment. It is understood and agreed the x-rays are for examination only and the x-ray negative will remain the property of this office, being on file where they may be seen at any time while a patient is in this office. I also clearly understand that if I do not follow the Doctors' specific recommendations at this clinic that I will not receive the full benefit from care.

I, _____, do hereby give my consent to allow Community Chiropractic LLC and its representatives, as deemed by the examining physician to take radiographs of my spine and/or extremities. I also hereby declare that to my knowledge that I am not pregnant _____ (initials).

It is the goal of this office to provide you with the finest quality chiropractic care available. If you have any questions regarding your health care, or any of our policies, please let us know. We look forward to a doctor-patient relationship that works for our mutual benefit!

Patient (Print Name)

Patient's Signature or Guardian of said Minor

Date

Community Chiropractic LLC
Consent for Purposes of Treatment, Payment & Healthcare Operations (3/03)

I consent to the use or disclosure of my protected health information by Community Chiropractic LLC for the purpose of analyzing, diagnosing or providing treatment to me, obtaining payment for my health care bills or to conduct health care operations of Community Chiropractic LLC. I understand that analysis, diagnosis or treatment of me by Community Chiropractic LLC may be conditioned upon my consent as evidenced by my signature below.

I understand I have the right to request a restriction as to how my protected health information is used or disclosed to carry out treatment, payment or healthcare operations of the practice. Community Chiropractic LLC is not required to agree to the restrictions that I may request. However, if Community Chiropractic LLC agrees to a restriction that I request, the restriction is binding on Community Chiropractic LLC. I have the right to revoke this consent, in writing, at any time, except to the extent that Community Chiropractic LLC has taken action in reliance on this Consent.

My "protected health information" means health information, including my demographic information, collected from me and created or received by my physician, another health care provider, a health plan, my employer or a health care clearinghouse. This protected health information relates to my past, present or future physical or mental health or condition and identifies me, or there is a reasonable basis to believe the information may identify me.

I have been provided with a copy of the Notice of Privacy Practices of Community Chiropractic LLC prior to signing this document. The Notice of Privacy Practices describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of Community Chiropractic LLC. The Notice of Privacy Practices for Community Chiropractic LLC is also posted at the front desk at 6525 N. Buffalo Dr., Suite 160, Las Vegas, NV 89131. This Notice of Privacy Practices also describes my rights and duties of Community Chiropractic LLC with respect to my protected health information.

Community Chiropractic LLC reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised notice of privacy practices by calling the office of Community Chiropractic LLC and requesting a revised copy be sent in the mail or asking for one at the time of my next appointment.

Patient (Print Name)

Patient's Signature or Guardian of said Minor

Date

Community Chiropractic LLC
Notice of Privacy Practices (3/03)

This notice describes how health information about you may be used and disclosed and how you can get access to this information. It is effective April 14, 2003, and applies to all protected health information contained in your health records maintained by us. We have the following duties regarding the maintenance, use and disclosure of your health records:

- (1) We are required by law to maintain the privacy of the protected health information in your records and to provide you with this Notice of our legal duties and privacy practices with respect to that information.
- (2) We are required to abide by the terms of this Notice currently in effect.
- (3) We reserve the right to change the terms of this Notice at any time, making the new provisions effective for all health information and records that we have and continue to maintain. All changes in this Notice will be prominently displayed and available at our office.

There are a number of **situations in which we may use or disclose** to other persons or entities your confidential health information. Certain uses and disclosures will require you to sign an acknowledgement that you received this Notice of Privacy Practices. These include treatment, payment, and health care operations. Any use or disclosure of your protected health information required for anything other than treatment, payment or health care operations requires you to sign an Authorization. Certain disclosures that are required by law, or under emergency circumstances, may be made without your Acknowledgement or Authorization. Under any circumstance, we will use or disclose only the minimum amount of information necessary from your medical records to accomplish the intended purpose of the disclosure.

We will attempt in good faith to obtain your signed Acknowledgement that you received this Notice to use and disclose your confidential medical information for the following purposes. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office once you have provided Consent.

Treatment: We will use your health information to make decisions about the provision, coordination or management of your healthcare, including analyzing or diagnosing your condition and determining the appropriate treatment for that condition. It may also be necessary to share your health information with another health care provider whom we need to consult with respect to your care. These are only examples of uses and disclosures of medical information for treatment purposes that may or may not be necessary in your case.

Payment: We may need to use or disclose information in your health record to obtain reimbursement from you, from your health-insurance carrier, or from another insurer for our services rendered to you. This may include determinations of eligibility or coverage under the appropriate health plan, pre-certification and pre-authorization of services or review of services for the purpose of reimbursement. This information may also be used for billing, claims management and collection purposes, and related healthcare data processing through our system.

Operations: Your health records may be used in our business planning and development operations, including improvements in our methods of operation, and general administrative functions. We may also use the information in our overall compliance planning, healthcare review activities, and arranging for legal and auditing functions.

There are certain circumstances under which we may use or disclose your health information **without first obtaining your Acknowledgement or Authorization**. Those circumstances generally involve public health and oversight activities, law-enforcement activities, judicial and administrative proceedings, and in the event of death. Specifically, we may be required to report to certain agencies information concerning certain communicable diseases, sexually transmitted diseases or HIV/AIDS status. We may also be required to report instances of suspected or documented abuse, neglect or domestic violence. We are required to report to appropriate agencies and law-enforcement officials information that you or another person is in immediate threat of danger to health or safety as a result of violent activity. We must also provide health information when ordered by a court of law to do so. We may contact you from time to time to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Others Involved in Your Healthcare: Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your protected health information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death. Finally, we may use or disclose your

protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your healthcare.

Communication Barriers and Emergencies: We may use and disclose your protected health information if we attempt to obtain consent from you but are unable to do so because of substantial communication barriers and we determine, using professional judgment, that you intend to consent to use or disclosure under the circumstances. We may use or disclose your protected health information in an emergency treatment situation. If this happens, we will try to obtain your consent as soon as reasonably practicable after the delivery of treatment. If we are required by law or as a matter of necessity to treat you, and we have attempted to obtain your consent but have been unable to obtain your consent, we may still use or disclose your protected health information to treat you.

Except as indicated above, your health information will not be used or disclosed to any other person or entity without your specific Authorization, which may be revoked at any time. In particular, except to the extent disclosure has been made to governmental entities required by law to maintain the confidentiality of the information, information will not be further disclosed to any other person or entity with respect to information concerning mental-health treatment, drug and alcohol abuse, HIV/AIDS or sexually transmitted diseases that may be contained in your health records. We likewise will not disclose your health-record information to an employer for purposes of making employment decisions, to a liability insurer or attorney as a result of injuries sustained in an automobile accident, or to educational authorities, without your written authorization.

You have certain **rights regarding your health record information**, as follows:

(1) You may request that we restrict the uses and disclosures of your health record information for treatment, payment and operations, or restrictions involving your care or payment related to that care. We are not required to agree to the restriction; however, if we agree, we will comply with it, except with regard to emergencies, disclosure of the information to you, or if we are otherwise required by law to make a full disclosure without restriction.

(2) You have a right to request receipt of confidential communications of your medical information by an alternative means or at an alternative location. If you require such an accommodation, you may be charged a fee for the accommodation and will be required to specify the alternative address or method of contact and how payment will be handled.

(3) You have the right to inspect, copy and request amendments to your health records. Access to your health records will not include psychotherapy notes contained in them, or information compiled in anticipation of or for use in a civil, criminal or administrative action or proceeding to which your access is restricted by law. We will charge a reasonable fee for providing a copy of your health records, or a summary of those records, at your request, which includes the cost of copying, postage, and preparation or an explanation or summary of the information.

(4) All requests for inspection, copying and/or amending information in your health records, and all requests related to your rights under this Notice, must be made in writing and addressed to the Privacy Officer at our address. We will respond to your request in a timely fashion.

(5) You have a limited right to receive an accounting of all disclosures we make to other persons or entities of your health information except for disclosures required for treatment, payment and healthcare operations, disclosures that require an Authorization, disclosure incidental to another permissible use or disclosure, and otherwise as allowed by law. We will not charge you for the first accounting in any twelve-month period; however, we will charge you a reasonable fee for each subsequent request for an accounting within the same twelve-month period.

(6) If this notice was initially provided to you electronically, you have the right to obtain a paper copy of this notice and to take one home with you if you wish.

You may file a written complaint to us or to the Secretary of Health and Human Services if you believe that your privacy rights with respect to confidential information in your health records have been violated. All complaints must be in writing and must be addressed to the Privacy Officer (in the case of complaints to us) or to the person designated by the U.S. Department of Health and Human Services if we cannot resolve your concerns. You will not be retaliated against for filing such a complaint. More information is available about complaints at the government's web site, <http://www.hhs.gov/ocr/hipaa>.

All questions concerning this Notice or requests made pursuant to it should be addressed to:

PRIVACY OFFICER, Community Chiropractic LLC
6525 N. Buffalo Dr. Suite 160
Las Vegas, NV 89131

Billing FAQ's

I paid all of the co-pays for my treatments so why am I receiving a bill? When you provide us with your insurance information we will verify your coverage and benefits. We collect your co-pays, coinsurance or deductible based on the information your insurance company provides. The benefit information we receive may not be entirely accurate per the standard insurance disclaimers. There are many variables that can affect the amount you may have to pay out of pocket. If we have not collected enough at the time of service, you will receive a bill for the difference.

I received a statement and it does not show all of my payments or visits, why? Our statements will only show dates of service for which you have a balance. If a date of service is processed by your insurance company and you have already paid the patient responsibility, you will not see the date of service on your bill.

I paid copayments for certain dates of service and they are showing on other dates of service, why? We make every attempt to apply copayments toward the dates of service that were indicated however, in the event a payment arrives and does not have specific dates of service indicated, it will be applied to the oldest balance first. This is to your advantage as it will clear the oldest balances and may lower any finance charges that you may incur.

Will you bill all of my insurance policies? We make every attempt to bill all policies as a courtesy to our patients however your copay or coinsurance indicated on your primary insurance policy will be collected at the time of service. In the event any of your additional insurance policies make payment on your behalf, your account will be credited accordingly.

Why didn't you tell me a particular service would not be covered? With hundreds of insurance companies and hundreds of policies under those insurance companies, there is no way of knowing what services every policy covers or does not cover. We encourage our patients to contact their insurance company to determine what services are covered and what services are not covered under their policy.

You received authorization for my treatment so why are you billing me and telling me the claim was denied? There are a number of reasons why a claim may be denied (policy was no longer in effect, insurance company needs to determine whether a pre-existing condition exists, or third-party liability, etc.) Authorization for chiropractic care does not guarantee payment for services. We encourage patients to contact their insurance company for specific reasons for the denial.

I was injured and my insurance did not pay my claims, why? Insurance companies many times require paperwork to be completed by the patient to determine whether the injury occurred at work or as a result of an auto accident and may be covered by workers' compensation, auto insurance, or another third party. It is important that you complete these questionnaires as soon as possible and return them to your insurance company as you will be billed for these charges until the insurance company processes and pays the claims.

Why did I receive a collection notice? Office policy provides three monthly statements after which time a collection notice will be sent without payment of at least 50% of the billed balance. Absence of payment over this period will result in your account forwarded to our collection agency.