

**PATIENT INFORMATION**

W E L C O M E !

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

Address: \_\_\_\_\_  
Street Address/P.O. Box City State Zip

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ SSN: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Widowed  Separated  Children: # of \_\_\_\_\_

Education: # of years completed: \_\_\_\_\_  Full-time student  Part-time student  Non-student

Employed:  Full-time  Part-time Work Status:  Working without restrictions  Working with restrictions  Not working/off work since \_\_\_\_\_  Retired

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

Job Description: \_\_\_\_\_ Years Employed: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address/P.O. Box City State Zip

Whom may we thank for referring you? \_\_\_\_\_

**Date of injury, surgery, or onset of symptoms:** \_\_\_\_\_

**Emergency Contact, not living with you:**

**What type of injury are we seeing you for?**

Name: \_\_\_\_\_

- Auto  Sports Injury  No specific trauma  
 Work  Slip & Fall  Other

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Please provide the following information:**

**For Office Use Only**

✓	Copy of your Driver's License or Identification Card		
✓	Copy of your Health Insurance Card		

**PATIENT'S HEALTH INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_ Group/Policy #: \_\_\_\_\_

**PATIENT PAIN PROFILE**

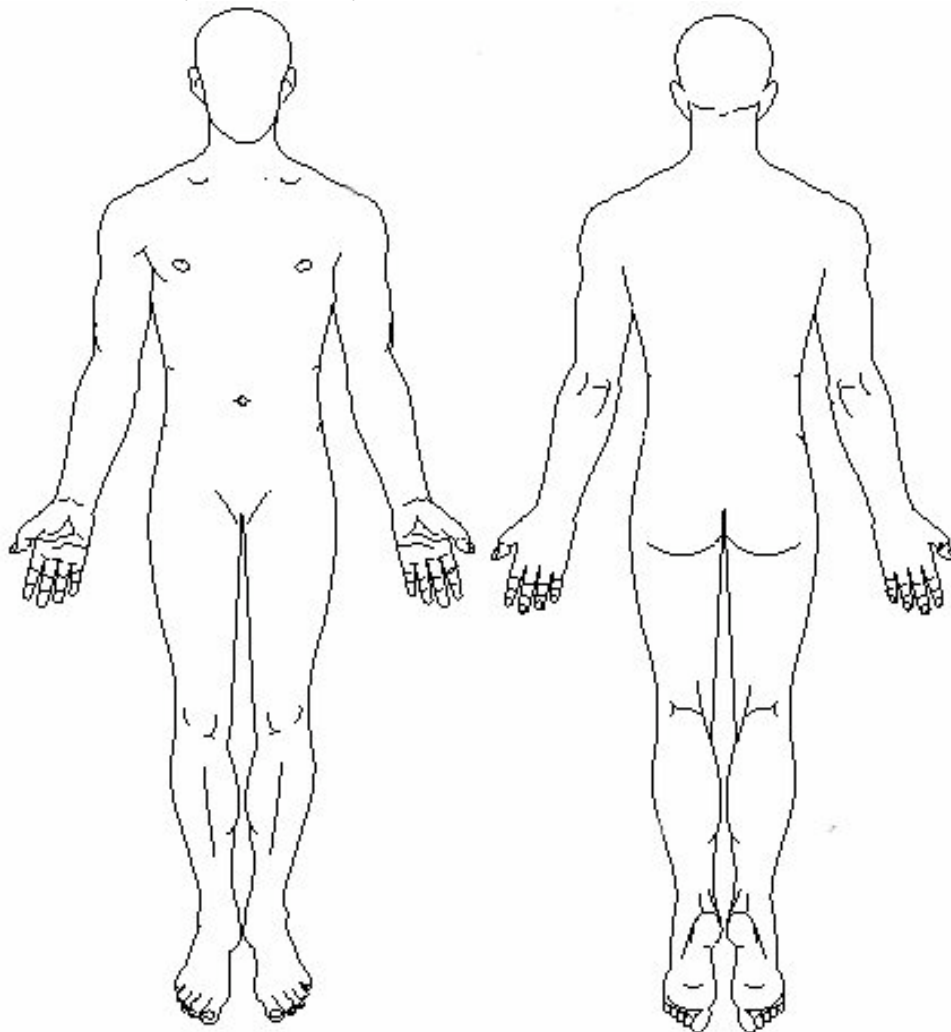
**Patient Name:** \_\_\_\_\_

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

On the following illustration, use the letter keys below to mark the areas on your body where you feel the described sensation:

KEY

- A = ACHE      N = NUMBNESS      P = PINS & NEEDLES      B = BURNING      S = STABBING  
 O = OTHER (Please describe): \_\_\_\_\_



What percent of the time is your pain present? If your pain is there all the time, in varying degrees, that would indicate 100%.

Rate the intensity of your pain. Refer to the color chart we have provided to rate your pain intensity. 10/10 is considered "Emergency Room" pain.

Rate the level of functional deficit you experience due to your pain. A rating of 10/10 would indicate severe disability where you cannot perform or complete your work, social, or recreational activities.

	Symptom Description <i>Describe each symptom, including area, as clearly as possible.</i>	Frequency <i>Enter the amount of time, on a percentage basis, that the symptom is present during your waking hours</i>	Intensity Range <i>Using a scale of 0-10, where 10 is the <u>worst</u> pain imaginable, rate the pain intensity level for each symptom.</i>
1		%	/10
2		%	/10
3		%	/10
4		%	/10
5		%	/10

## OSWESTRY ACTIVITY RATING SCALE

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This questionnaire has been designed to give us information as to how your pain has affected your everyday life activities. Please answer each section; marking only one statement which best describes your status today.*

### SECTION 1 - Pain Intensity

- ⓪ I can tolerate the pain I have without having to use painkillers.
- ① The pain is bad but I manage without taking painkillers.
- ② Painkillers give complete relief from pain.
- ③ Painkillers give moderate relief from pain.
- ④ Painkillers give very little relief from pain.
- ⑤ Painkillers have no effect on the pain and I do not use them.

### SECTION 2 - Personal Care (washing, dressing, etc.)

- ⓪ I can look after myself normally without causing extra pain.
- ① I can look after myself normally but it causes extra pain.
- ② It is painful to look after myself and I am slow and careful.
- ③ I need some help but manage most of my personal care.
- ④ I need help every day in most aspects of self-care.
- ⑤ I do not get dressed, wash with difficulty and stay in bed.

### SECTION 3 - Lifting

- ⓪ I can lift heavy weights without extra pain.
- ① I can lift heavy weights, but it gives me extra pain.
- ② Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned, for example on a table.
- ③ Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are conveniently positioned, for example on a table.
- ④ I can lift only very light weights.
- ⑤ I cannot lift or carry anything at all.

### SECTION 4 - Walking

- ⓪ Pain does not prevent me walking any distance.
- ① Pain prevents me from walking more than 1 mile.
- ② Pain prevents me from walking more than 1/2 mile.
- ③ Pain prevents me from walking more than 1/4 mile.
- ④ I can only walk using a stick or crutches.
- ⑤ I am in bed most of the time and have to crawl to the toilet.

### SECTION 5 - Sitting

- ⓪ I can sit in any chair as long as I like.
- ① I can only sit in my favorite chair as long as I like.
- ② Pain prevents me from sitting more than 1 hour.
- ③ Pain prevents me from sitting more than 1/2 hour.
- ④ Pain prevents me from sitting more than 10 minutes.
- ⑤ Pain prevents me from sitting at all.

### SECTION 6 - Standing

- ⓪ I can stand as long as I want to without extra pain.
- ① I can stand as long as I want, but it gives me extra pain.
- ② Pain prevents me from standing more than 1 hour.
- ③ Pain prevents me from standing more than 1/2 hour.
- ④ Pain prevents me from standing more than 10 minutes.
- ⑤ Pain prevents me from standing at all.

### SECTION 7 - Sleep

- ⓪ Pain does not prevent me from sleeping well.
- ① I don't sleep well.
- ② Even when I take tablets I have less than 6 hours of sleep.
- ③ Even when I take tablets I have less than 4 hours of sleep.
- ④ Even when I take tablets I have less than 2 hours of sleep.
- ⑤ Pain prevents me from sleeping at all.

### SECTION 8 - Exercise

- ⓪ I exercise and it causes no extra pain.
- ① I exercise but it causes some extra pain.
- ② I exercise but it is very painful.
- ③ My exercise is severely restricted by pain.
- ④ My exercise is nearly absent because of pain.
- ⑤ Pain prevents any exercise at all.

### SECTION 9 - Social Life

- ⓪ My social life is normal and gives me no extra pain.
- ① My social life is normal but moderately increases the degree of pain.
- ② My social life is normal but increases the degree of pain.
- ③ Pain has no significant effect on my social life apart from limiting my energetic interest.
- ④ Pain has restricted my social life to my home.
- ⑤ I have no social life because of pain.

### SECTION 10 - Traveling

- ⓪ I can travel anywhere without extra pain.
- ① I can travel anywhere, but it gives me extra pain.
- ② Pain restricts me to journeys of less than 2 hours.
- ③ Pain restricts me to journeys of less than 1 hour.
- ④ Pain restricts me to journeys of less than 30 minutes.
- ⑤ Pain prevents me from traveling except to the doctor or hospital.

Score

Patient Name: \_\_\_\_\_

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

**ABOUT YOUR FAMILY HISTORY**

Please mark relative's current age or age at time of death.

Place an X in the boxes that apply to them. Describe "Other" and list cause of death.

	Age	Allergy – Asthma	Alcohol Abuse	Arthritis – Gout	Bleeding Disorder	Cancer	Diabetes	Epilepsy	Glaucoma	Headaches	Heart Disease	High Blood Pressure	Kidney Disease	Psychiatric Problems	Spine or back disorder	Stroke	Tuberculosis	Other (Describe)	
Father																			
Mother																			
Brothers/Sisters #1																			
#2																			
#3																			
#4																			
#5																			

**ANY & ALL HOSPITALIZATIONS, OPERATIONS, AUTOMOBILE & ON THE JOB INJURIES**

Please be as specific as possible, INCLUDING AREAS INVOLVED, EVALUATIONS, TREATMENT, AND YEAR

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**SERIOUS ILLNESSES**

List current & past illnesses not mentioned above, including cancer, diabetes, depression, thyroid, heart disease, blood pressure, etc.

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**TESTS**

Please list the MOST RECENT date.

Chest X-ray \_\_\_\_\_ EKG \_\_\_\_\_ Other X-ray \_\_\_\_\_ MRI/ CT Scans \_\_\_\_\_

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HABITS:</b>	Yes	No	<i>If yes, please describe:</i>
Smoking	<input type="checkbox"/>	<input type="checkbox"/>	Packs per day: <input type="checkbox"/> 0 – ½ <input type="checkbox"/> ½ - 1 <input type="checkbox"/> 2 or more    How long? _____
Alcohol Consumption	<input type="checkbox"/>	<input type="checkbox"/>	# Drinks per day _____    # Drinks per week _____
Coffee or Tea Consumption	<input type="checkbox"/>	<input type="checkbox"/>	# Cups per day _____
Other Drug Use (Street Drugs)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exercise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly    Type _____

**HANDEDNESS:**     Right-handed     Left-handed     Ambidextrous

**HOBBIES OR INTERESTS:**  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICATIONS:**    *Please list all currently used medications. Include prescription and non-prescription drugs, vitamins, and herbs.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALLERGIES:**    *Please list all known allergies, especially to medications.*  
\_\_\_\_\_  
\_\_\_\_\_

**TREATMENT YOU ARE RECEIVING OR HAVE RECEIVED:**  
 Medical care \_\_\_\_\_  
 Chiropractic care \_\_\_\_\_  
 Physical Therapy \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

**DOCTOR'S NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONSENT FORM FOR CHIROPRACTIC MANIPULATION/MOBILIZATION

Manipulation/mobilization helps restore proper motion to the vertebral (facet) joints. During chiropractic treatment, the doctor will use his/her hands or a mechanical device in order to reestablish proper function to the spine and to reduce pain, edema and muscle spasm. You may feel a “click” or “pop”, such as the noise when a knuckle is “cracked”, and you may feel movement of the joint.

*Possible risks:*

As with any health care procedure, complications are possible following a chiropractic manipulation. Complications could include fractures of bone, muscular strain, ligamentous sprain, dislocations of joint, or injury to intervertebral discs, nerves or spinal cord. Stroke could occur upon severe injury to arteries of the neck. A minority of patients may notice stiffness or soreness after the first few days of treatment.

The risks of complications due to chiropractic treatment have been described as “rare”, about as often as complications are seen from the taking of a single aspirin tablet. The risk of stroke has been estimated at one in one million to one in twenty million, and can be even further reduced by screening procedures.

Your chiropractor may also use modalities to enhance your recovery and reduce symptoms. These may include ultrasound, electrical modalities, laser therapy, heat and ice, and other modalities. These are rarely associated with side effects or complications, and the risks may include soreness, skin reactions, or other mild side effects. Please report these and any other side effects or complications to your doctor right away. If you have skin sensitivities, a pacemaker, pregnancy or any other health condition that would change your ability to be exposed to electrical modalities, topical creams, or other care restrictions, please advise your doctor immediately.

I, \_\_\_\_\_, understand the hazards and potential dangers involved in treatment by means of chiropractic. I believe that this treatment is in my best interest and I understand that no guarantee of results has been made.

I understand that it usually requires a series of chiropractic treatments to significantly change a condition and receive benefit.

My signature indicates that I have read and fully understand the above information regarding the consent to this procedure. I have had the opportunity to ask questions about any matter which I did not understand, and I have received satisfactory explanation to my questions. My signature below authorizes this procedure.

\_\_\_\_\_  
*Patient/Authorized Representative Signature*

\_\_\_\_\_  
*Relationship to Patient*

\_\_\_\_\_  
*Date*

*Practitioner Statement:*

The patient (or patient’s representative) and I have discussed this procedure, the risks and alternatives to this procedure. To the best of my knowledge, the patient (or patient’s representative) understands this procedure and consents to it.

\_\_\_\_\_  
*Practitioner Signature*

\_\_\_\_\_  
*Practitioner Printed Name*

\_\_\_\_\_  
*Date*

**FINANCIAL POLICY**

Welcome to our office! We are pleased that you have chosen Alliance Health Partners/Optima Rehabilitation to provide your care and services. We would like to take a moment to inform you of our policies, regarding payment with the office. We accept cash, personal checks and credit card (VISA, MasterCard, or Discover) for payment on your account.

**INSURANCE PATIENTS WHO NEGLECT TO SUPPLY THIS OFFICE  
WITH THE NECESSARY INFORMATION/FORMS  
WITHIN A REASONABLE AMOUNT OF TIME  
WILL BE RESPONSIBLE FOR PAYMENT IN FULL.**

**AUTO/PERSONAL INJURY INSURANCE** (PIP, Med-Pay, 3<sup>rd</sup> Party, Lien) or **WORKER'S COMPENSATION**: You will be required to complete specific forms pertaining to your situation. If this information is not provided within a reasonable amount of time, you will be responsible for payment in full.

**CONTRACTED INSURANCE** (HMO, PPO, EPO, POS): If you have insurance we are contracted with, we will submit your insurance claims for you, if you supply us with the necessary information. This includes a copy of your card, and address to submit claims to and a telephone number to allow us to verify coverage. You are still responsible for payment of your co-payment at the time of service, and any amounts not covered by your insurance, including deductibles. If your coverage is denied for any reason including but not limited to denials for not medically necessary, you are responsible for payment of the entire balance due, based on our normal fee schedule. ***You are responsible for obtaining your referral or authorization to be seen in our office. If you do not have a current referral or authorization, we ask that you reschedule or sign a waiver for no referral or authorization thus holding you financially responsible.***

**PRIVATE INSURANCE**: As a courtesy, we are happy to file your insurance for you. You will be required to provide all the necessary billing information. ***If you owe on your deductible or a co-insurance, we will need to collect at the time of service.*** All insurance payments that are paid directly to you should be endorsed and paid to Alliance Health Partners/Optima Rehabilitation. It is your responsibility to contact your insurance in the event of non-payment.

**MEDICARE**: We are participating with the Medicare program. *We will submit your claim/services to Medicare. Medicare will process payment to us.* You will be responsible for your deductible and any co-insurance, if you do not have secondary/supplemental insurance. If the payment from your secondary/supplemental is directed to you, we will expect you to forward payment to us.

**CASH ONLY PLAN/NO INSURANCE**: *Payment in full is due the day services are rendered by all patients on a cash only plan. Prompt payment is expected.* Unless prior arrangements are made, overdue accounts will incur a 1.5% interest rate per month, plus reasonable collection fees.

***I have read and understand the payment policies set forth and have been given the opportunity to ask questions about this policy. I understand my responsibility for payment with Alliance Health Partners/Optima Rehabilitation.***

\_\_\_\_\_  
Patient's Signature (Responsible party over 18 years old)

\_\_\_\_\_  
Date

**PATIENT CONSENT FORM**

I understand that I have certain rights to privacy regarding my protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent I authorize you to use and disclose my protected health information to carry out.

- Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment)
- Obtaining payment from third party payers (e.g. my insurance company).
- The day-to-day healthcare operations of your practice.

I have also been informed of, and given the right to review and secure a copy of your *Notice of Privacy Practices*, which contains a more complete description of the uses and disclosures of my protected health information, and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restrictions on how my protected health information is used and disclosed to carry out treatment, payment and healthcare operations, but that you are not required to agree to these requested restrictions. However, if you do agree, you are then bound to comply with this restriction.

I understand that I may revoke this consent, in writing, at any time. However, any use or disclosure that occurred prior to the date I revoke this consent is not affected.

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

Patient Name (print): \_\_\_\_\_

Relationship to patient: \_\_\_\_\_

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

## **MISSED APPOINTMENT POLICY**

To ensure that our office can provide the highest quality access to our care and get our patients the best outcomes possible, your doctor or therapist's care or treatment plan must be followed as close as possible. If an appointment is missed, it does not allow that time slot to go to another patient, and does negatively alter the possible outcome of your care with our office. In light of our goal to get your care completed as quickly and efficiently as possible, enhance our ability to limit costs, and raise your response to care, we have implemented the following policies:

### Massage Therapy

If you miss a massage therapy appointment and do not call at least 72 hours prior to your scheduled appointment time, all future massage therapy appointments will be canceled, and you will not be allowed to reschedule massage therapy in our office.

### Chiropractic/Physical Therapy

If you miss a chiropractic or physical therapy appointment and do not call at least 24 hours prior to your scheduled appointment time, you will be allowed a one-time exemption. If you miss a second appointment without calling at least 24 hours prior, you will be charged \$25. If you miss a third appointment without calling at least 24 hours prior, you will be charged \$50. If you miss a fourth appointment without calling at least 24 hours prior, you will be discharged.

These charges are the patient's responsibility to pay. In order to reschedule more visits, you will need to have all prior missed appointment fees paid in full first.

Should you have any questions about this policy, please discuss them with your therapist or doctor.

**\*This policy does not apply to workers compensation patients**

***I have read, understand and agree to this policy. I understand my responsibility for payment with Alliance Health Partners/Optima Rehabilitation.***

\_\_\_\_\_  
Patient's Signature (Responsible party over 18 years old)

\_\_\_\_\_  
Date