

# Cancellation Policy

We do require a 24 hour cancellation notice for Chiropractic and Massage appointments. If cancelling, it must be done prior to 24 hours of your appointment to avoid being charged. Appointments that are not cancelled prior to the 24 hour period will be billed at \$80.00 for Chiropractic and \$120.00 for Massage.

**Thank you in advance for your cooperation.**

\_\_\_\_\_  
Patient's name (printed)

\_\_\_\_\_  
Date of birth

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Staff Signature

\_\_\_\_\_  
Date

## Informed Consent to Chiropractic Treatment

**The Nature of Chiropractic Examination and Treatment:** The doctor will perform a physical examination. The examination will consist of range of motion, orthopedic testing, palpation, and basic neurological testing. During treatment, the doctor will use his/her hands or a mechanical device in order to move your joints. This action may create an audible “pop” or “click”, much like the sound when you crack your knuckles. Along with the sound, you may also experience a sense of movement in the joint. The doctor may also recommend procedures such as hot or cold packs, electrical muscle stim, traction, or exercise to enhance your response to treatment.

**Anticipated Benefits of Chiropractic Treatment:** Many or most patients will feel improvements in motion, decreased muscle and joint pain and improved well-being after a series of chiropractic adjustments.

**Possible Risks of Chiropractic Treatment:** As with any health care procedures, there are some complications that may arise following a chiropractic manipulation and/or therapy. A small number of patients may experience stiffness, soreness, or bruising following the first few treatments. Less likely complications could include muscle strain, ligament sprain, fracture, joint dislocation, disc, nerve, or spinal cord damage. There has been much debate and research over the association of chiropractic care and occurrence of stroke and arterial dissection. The latest scientific evidence does not establish a causal relationship but rather an association. An extremely small percentage of patients presenting to either a medical or chiropractic physician with head and neck pain, may be in early stages of a stroke. Unfortunately, there is no recognized screening procedure to identify these patients.

### Other Treatment Options for the Musculoskeletal conditions:

1. Over-the-counter medication. Risks of these medications could include irritation of the stomach, kidneys, and liver.
2. Medical care anti-inflammatory drugs, pain killers, muscle relaxers, and steroids. The uses of these prescription drugs include all above side effects plus the dependence of the prescription drugs.
3. Hospitalization used with medical care includes all of the above risks, but also the additional risk of medical error, infection, or other complications.
4. Surgery with medical care includes all above risks, with the added risk of adverse reaction to anesthesia.

I have read the above explanation of chiropractic treatment. I have had the opportunity to have any questions answered to my satisfaction. I have fully evaluated the risks and benefits of undergoing treatment. I have freely decided to undergo the recommended treatment, and hereby give my full consent to treatment. This informed consent will remain in effect unless there are significant changes in my diagnosis. I have the right to withdraw my consent at any time, upon written notice. I have the right to refuse treatment at any time.

\_\_\_\_\_  
Patient's name (printed)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of birth

Signature of patient \_\_\_\_\_

Date \_\_\_\_\_

Signature of parent/guardian (if patient is a minor)

Date \_\_\_\_\_

\_\_\_\_\_  
Doctor Printed Name

\_\_\_\_\_  
Doctor Signature

Date \_\_\_\_\_

# PATIENT INTRODUCTION FORM

Today's Date: \_\_\_\_\_

<b>Last Name:</b>		<b>MI:</b>	<b>First Name:</b>	
Home Address:		City:	State	Zip:
Date of Birth:	Age:	Cell phone:		
Height:	Weight:	Work phone:		
Social Security #:		Employer's Name:		
How did you hear about us?		Who can we thank for the referral?		
E-mail address:				
Do you have insurance that you would like us to bill? (Please provide a copy of your card.)		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, name of company:		
Emergency Contact:	Name:	Relationship:		
	Address:	Phone:		

## IS THIS VISIT RELATED TO A:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Work Related Injury           | <input type="checkbox"/> Car Crash Injury    | <input type="checkbox"/> Home Injury   |
| <input type="checkbox"/> Sports or Recreational Injury | <input type="checkbox"/> Non-Injury Symptoms | <input type="checkbox"/> Check-up Only |
| <input type="checkbox"/> Other (Describe):             |  |  |

The patient understands and agrees to allow this chiropractic office to use their Patient Health Information for the purpose of treatment, payment, healthcare operations, and coordination of care. We want you to know how you would like to have a more detailed account of our policies and procedures concerning the privacy of your Patient Health Information we encourage you to read the HIPAA NOTICE that is available to you at the front desk before signing this consent. If there is anyone you do not want to receive your medical records, please inform our office.

**Our office will provide insurance billing services for you if you so desire as a courtesy.**

*Remember that you are ultimately responsible for any charges incurred in this office. It is your responsibility to pay any deductible amount, co-insurance, and/or any other balances not paid by your insurance carrier.*

**Your signature on this document indicates that you:**

- 1) Agree to pay for any outstanding bills incurred in this office.
- 2) Authorize the release of information necessary to secure the payment of benefits.
- 3) Authorize insurance payments to be made directly to Summit Chiropractic & Massage.
- 4) Authorize the use of this signature on all insurance submissions.

IN ORDER TO KEEP OUR OFFICE OVERHEAD DOWN AND KEEP OUR PATIENT FEES REASONABLE, WE EXPECT PAYMENT AT THE CONCLUSION OF EACH TREATMENT FOR TIME OF SERVICE PATIENTS AND THE CO-PAYMENT, DEDUCTIBLE OR CO-INSURANCE FOR REGULAR INSURANCE PATIENTS.

Signature of responsible party (Patient or Parent): \_\_\_\_\_ Date: \_\_\_\_\_

# CHIROPRACTIC HISTORY

**MAIN COMPLAINT:** \_\_\_\_\_

For **SECTION 1**, describe on a scale of 1-10 how intense your pain or symptoms are. This includes the amount of aching, soreness, hurting, pain, numbness, and/or tingling levels present currently. A **zero (0)** indicates that no symptoms exist. **1-3 pain level** is a minimum level and indicates that your pain is an annoyance only. A **4 pain** is a slight level or where pain-doing activity begins to cause some disability. A **5-7 pain** is moderate in severity and has or restrict of limit your activity ability to a significant degree. An **8-10 pain** level is severe and indicates that your pain intensity is to point where you have complete inability to perform some tasks. For **SECTION 2**, describe how frequent you have symptoms such as pain, numbness, and tingling in the respected areas.

## SECTION 1. CURRENT PAIN INTENSITY LEVELS

Circle the box following the area of pain that best indicates your overall average-usual pain severity today.

Pain Intensity	None	MINIMAL Discomfort/Ache/Stiff			SLIGHT-TO-MODERATE Hurts/Sore/Bearable Sensation				SEVERE Sharp/Intense Pain		
Headache	0	1	2	3	4	5	6	7	8	9	10
Neck pain/Soreness	0	1	2	3	4	5	6	7	8	9	10
Arm/hand symptoms	0	1	2	3	4	5	6	7	8	9	10
Mid-back pain	0	1	2	3	4	5	6	7	8	9	10
Low back pain	0	1	2	3	4	5	6	7	8	9	10
Leg/foot symptoms	0	1	2	3	4	5	6	7	8	9	10
Other	0	1	2	3	4	5	6	7	8	9	10

## SECTION 2. CURRENT PAIN FREQUENCY LEVELS

Circle the box following the area of pain that best indicates the average percentage of time you have pain today.

Pain Frequency	None	Occasional			Intermittent			Frequent		Constant	
Neck pain/Soreness	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Arm/hand symptoms	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Mid-back pain	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Low back pain	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Leg/foot symptoms	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Other	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

## SYMPTOM/PAIN DESCRIPTION

Please circle any word or words below that best describes how your symptoms currently feel to you.

Pain	Tingling	Pinching	Deep pain	Throbbing
Soreness	Weakness	Shooting	Superficial pain	Unbearable
Stiff	Burning	Annoying	Stinging	Pins and needles
Tight	Sharp	Exhausting	Crushing	Radiating
Ache	Dull	Nagging	Pulling	Falls asleep
Numbness	Catching	Stabbing	Spreading	Tender

**Did your symptoms come on:** ☐ Suddenly? or ☐ Gradually?

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

## LIST ALL SYMPTOM REGIONS AND HOW LONG YOU HAVE HAD THEM

CHECK ALL SYMPTOM AREAS	HOW LONG	CHECK ALL SYMPTOM AREAS	HOW LONG
<input type="checkbox"/> Headaches/Migraines		<input type="checkbox"/> Upper back pain, soreness, or stiffness	
<input type="checkbox"/> Neck pain, soreness, or stiffness		<input type="checkbox"/> Hip pain	
<input type="checkbox"/> Low back pain, soreness, stiffness		<input type="checkbox"/> Leg or foot pain, numbness, or tingling	
<input type="checkbox"/> Arm/hand pain, numbness, or tingling		<input type="checkbox"/> Other:	

What caused your current symptoms? \_\_\_\_\_

Do you have any prior history of problems with your neck, midback, or low back? If yes, explain: \_\_\_\_\_

## WHAT ACTIVITIES INCREASE YOUR PAIN LEVELS?

<input type="checkbox"/> Morning	<input type="checkbox"/> Bending your back	<input type="checkbox"/> Walking
<input type="checkbox"/> Afternoon or evening	<input type="checkbox"/> Lying down flat	<input type="checkbox"/> Standing
<input type="checkbox"/> During sleep hours	<input type="checkbox"/> Sitting	<input type="checkbox"/> Exercise/Stretching
<input type="checkbox"/> Standing up from sitting	<input type="checkbox"/> Poor posture	<input type="checkbox"/> Other:

## HAS YOUR PAIN BEEN ASSOCIATED WITH:

<input type="checkbox"/> Excessive fatigue-malaise	<input type="checkbox"/> Bowel or bladder disorders	<input type="checkbox"/> Night pain or nighttime sweats
<input type="checkbox"/> Weight loss	<input type="checkbox"/> Ovarian pain	<input type="checkbox"/> Abdominal pain
<input type="checkbox"/> Low grade fever	<input type="checkbox"/> Kidney pain/painful urination	<input type="checkbox"/> Balance problems

What makes this complaint better? \_\_\_\_\_

Have you seen any other doctors for this complaint? \_\_\_\_\_

**Have you ever been to a Chiropractor before for any condition?** ☐ Yes ☐ No

If yes, Chiropractors name: \_\_\_\_\_ Year: \_\_\_\_\_

Problem seen for: \_\_\_\_\_

# SYMPTOM QUESTIONNAIRE

Please fill out only the sections that apply to you. Skip sections that do not relate to your condition.

## NECK REGION

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Does neck and head movement cause your neck pain to intensify?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you get dizzy when you look up or twist your head? If yes, how often:
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you black out or lose your balance when you look up or twist your head? If yes, how often:
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you have to support your head with your hand or grasp your mouth or hair to be able to lift your head up when you are lying down and attempting to sit up? If your difficulty/inability to lift your head without support is injury related, indicate how soon this occurred after injury? (_____ min/hrs)
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you feel your neck pain sends pain downwards between your shoulders?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you feel your neck pain sending pain downwards to the front of your chest?
<input type="checkbox"/>	<input type="checkbox"/>	7. Have you noticed your head leaning or tilting to one side recently?
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been diagnosed as having a disc bulge or herniation in your neck?

## ARM, HAND, OR FINGER REGION

**YES NO**

<input type="checkbox"/>	<input type="checkbox"/>	1. Do you have pain, numbness, or tingling in your shoulder, upper arm, lower arm, or hand? Circle areas
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you have pain, numbness, or tingling in your fingers? If yes, circle finger(s) that are involved: Thumb, Index finger, Middle finger, Ring finger, Little finger
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you get increased arm numbness when lying flat on your back or sleeping on your side recently?
<input type="checkbox"/>	<input type="checkbox"/>	4. Does changing your sitting posture increase your arm/hand symptom intensity?
<input type="checkbox"/>	<input type="checkbox"/>	5. If you sit and slouch forward for several minutes, do your arm symptoms intensify?
<input type="checkbox"/>	<input type="checkbox"/>	6. If you have arm symptoms, do they improve when you lift your arms over your head?
<input type="checkbox"/>	<input type="checkbox"/>	7. If you have arm symptoms, do they worsen when you lift your arms over your head?
<input type="checkbox"/>	<input type="checkbox"/>	8. If you have nighttime hand or arm pain, does it help to shake and massage them?
<input type="checkbox"/>	<input type="checkbox"/>	9. Do your hands feel tender when you grasp objects recently?
<input type="checkbox"/>	<input type="checkbox"/>	10. Do you feel weakness in your grip strength recently?
<input type="checkbox"/>	<input type="checkbox"/>	11. Do you drop objects in your hand recently?
<input type="checkbox"/>	<input type="checkbox"/>	12. Do you have difficulty writing or doing small motions with your fingers recently?
<input type="checkbox"/>	<input type="checkbox"/>	13. Do your hand(s) or wrist get swollen recently?
<input type="checkbox"/>	<input type="checkbox"/>	14. Do your hands burn recently?
<input type="checkbox"/>	<input type="checkbox"/>	15. Are your fingers frequently cold?
<input type="checkbox"/>	<input type="checkbox"/>	16. Have you been diagnosed as having Raynaud's syndrome in your past?

## MID BACK AND CHEST WALL REGION

**YES NO**

<input type="checkbox"/>	<input type="checkbox"/>	1. Do you have pain that shoots or radiates outward along your rib cage?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does your mid back or chest wall pain intensify when you take a deep breath in or cough recently?
<input type="checkbox"/>	<input type="checkbox"/>	3. Does your mid back or chest wall pain intensify when you twist your torso, bend, or stoop forward?
<input type="checkbox"/>	<input type="checkbox"/>	4. When you bend your mid back to the left or right side, does your mid back pain or chest pain increase?
<input type="checkbox"/>	<input type="checkbox"/>	5. Have you been diagnosed as having angina before?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you have a tight band-like chest feeling recently?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you recently have any associated unusual indigestion, chest pressure, or pain down your left arm?
<input type="checkbox"/>	<input type="checkbox"/>	8. Does your mid back pain mostly bother you during sleep?
<input type="checkbox"/>	<input type="checkbox"/>	9. Does your upper-middle back pain radiate inwards or upwards into your neck?

## LOW BACK, HIP AND LEG/FOOT REGION

**YES NO**

<input type="checkbox"/>	<input type="checkbox"/>	1. When you cough, sneeze, or bear down to have a bowel movement, does your low back pain or leg pain get worse recently?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you have a consistent pattern of getting severe leg pain after walking for similar distances that is relieved by resting or sitting down? This pain resumes after walking for same distance again.
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you get leg cramping while walking that is relieved by resting, leaning against an object, or sitting? This pain is worse at nighttime and is relieved by walking around for a couple of minutes.
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you get leg pain or hip pain while walking that is consistently relieved by sitting down or lying down? This pain doesn't bother you at nighttime or while sitting.
<input type="checkbox"/>	<input type="checkbox"/>	5. Does your leg or foot drag on the floor recently?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you get a lot of leg cramps at nighttime recently?
<input type="checkbox"/>	<input type="checkbox"/>	7. Have you had any urinary or bowel incontinence recently or had difficulty urinating or having bowel movements during the same time as your having low back pain or leg pain?
<input type="checkbox"/>	<input type="checkbox"/>	8. Have you had abdominal pain, indigestion, and colicky symptoms with your low back pain?
<input type="checkbox"/>	<input type="checkbox"/>	9. Have you observed that any type of postural change does not relieve your low back pain?

<input type="checkbox"/>	<input type="checkbox"/>	10. Do your feet feel cold recently? If yes, indicate which foot or if both feet:
<input type="checkbox"/>	<input type="checkbox"/>	11. Have you ever been diagnosed as having a herniated or bulging disc in your low back in the past?
<input type="checkbox"/>	<input type="checkbox"/>	12. Have you ever had an injection of a steroid into your discs (spine) in your back or neck?
<input type="checkbox"/>	<input type="checkbox"/>	13. Have you recently noticed that either of your legs occasionally give out on you when you walk?
<input type="checkbox"/>	<input type="checkbox"/>	14. Does one or both of your legs feel weak recently?
<input type="checkbox"/>	<input type="checkbox"/>	15. Have you ever been diagnosed as having a spondylolisthesis in your low back region?
<input type="checkbox"/>	<input type="checkbox"/>	16. Have you or either of your parents ever been diagnosed as having an abdominal aneurysm?
<input type="checkbox"/>	<input type="checkbox"/>	17. If you have radiating leg or foot pain, did you notice low back pain or soreness before your leg symptoms?
<input type="checkbox"/>	<input type="checkbox"/>	18. If you have leg pain, is your leg pain primarily focused in front of your thigh(s)?
<input type="checkbox"/>	<input type="checkbox"/>	19. Has your anal-rectal region been completely numb recently?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Men only: Do you have any recent prostate or urinary problems?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Women only: Do you have any recent ovarian, uterine, or bladder problems?</b>

## SLEEPING PATTERNS

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	Do you sleep poorly at night recently?
<input type="checkbox"/>	<input type="checkbox"/>	Do you sleep on your stomach?
<input type="checkbox"/>	<input type="checkbox"/>	Do you consistently feel extremely tired when you wake up in the morning recently? How old is your mattress? _____ What make? _____ How old is your pillow? _____

## HEADACHE FREQUENCY & DURATION

Indicate how frequently you have had headaches and/or migraines. Be sure to indicate how long each headache typically lasts.

A. How frequently do you have headaches/migraines currently?	<input type="checkbox"/> No headaches	<input type="checkbox"/> Once a week	<input type="checkbox"/> 4 times a week
	<input type="checkbox"/> One a month	<input type="checkbox"/> Twice a week	<input type="checkbox"/> 5 times a week
	<input type="checkbox"/> Twice a month	<input type="checkbox"/> 3 times a week	<input type="checkbox"/> Almost daily
B. How many hours does your typical headache/migraine last? _____ hours			

# GENERAL HEALTH HISTORY

## PRIOR INJURY OR MUSCULOSKELETAL PAIN HISTORY

☐ I have no history of previous painful injury or pain.

If you have had prior injuries or pain, please check below:

<input type="checkbox"/> Work injury	<input type="checkbox"/> Fall	<input type="checkbox"/> Sports injury	<input type="checkbox"/> Lifting injury	<input type="checkbox"/> Car accident
<input type="checkbox"/> Motorcycle injury	<input type="checkbox"/> Bicycle injury	<input type="checkbox"/> Pedestrian injury	<input type="checkbox"/> Military injury	<input type="checkbox"/> Other injury
<input type="checkbox"/> Headaches/Migraines	<input type="checkbox"/> Neck pain or arm pain	<input type="checkbox"/> Middle back pain	<input type="checkbox"/> Low back/Leg pain	<input type="checkbox"/> Other pain

Check only those conditions that apply to you and indicate if you have had in the past or presently have:

YES	GENERAL QUESTIONS	PAST	PRESENT
<input type="checkbox"/>	I bruise easily	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	I heal slowly	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	My body temperature is normally low (feel cold)*	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke cigarettes or use tobacco products	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Diabetic-Hypoglycemic or need to have dialysis.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Do you have a heart pacemaker or neck or chest shunt?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Heart attack	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Do you have difficulties or intolerance to heat packs or ice packs on your skin?	<input type="checkbox"/>	<input type="checkbox"/>

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

<input type="checkbox"/>	Dizziness, blacked out, or fainting spell history	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Epilepsy-Seizure-Convulsion history	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	History of gout, lupus, psoriasis, temporary paralysis, or spinal meningitis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Cancer history or treatment of any type</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stroke history (Indicate any suspected strokes or transient ischemic attacks)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Told that you have scoliosis, spondylolisthesis, disc degeneration, or herniated disc	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Told that you have spine bifida, abdominal aneurysm, or vascular conditions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Have you ever been hospitalized? Why:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Thyroid disorders	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coma from head injury or other problem	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Told you have osteoporosis of your spine or osteopenia (weak bones)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Have you ever had a bone density scan (DEXA)? If so, when?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Told you have osteoarthritis or rheumatoid arthritis of your spine or joints	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Women only: Check this box if you currently have any type of breast implants</b>	N/A	N/A
<input type="checkbox"/>	<b>Women only: Check this box if there is any chance that you are currently pregnant</b>	N/A	N/A

## PREVIOUS SURGERIES

☐ I have never had any surgical procedure.

If you have had any previous surgery, indicate type and when:

Surgery	Year	Surgery	Year
<input type="checkbox"/> Spine surgery (neck or back)		<input type="checkbox"/> Appendix	
<input type="checkbox"/> Disc surgery in neck or back		<input type="checkbox"/> Gallbladder/Stomach/Kidney	
<input type="checkbox"/> Heart		<input type="checkbox"/> Cancer (any type)	
<input type="checkbox"/> Tonsillectomy		<input type="checkbox"/> Rib/Collar bone	
<input type="checkbox"/> Head/Brain		<input type="checkbox"/> Hernia	
<input type="checkbox"/> Shoulder/Arm/Leg		<input type="checkbox"/> Other	

## ARE YOU TAKING ANY MEDICATIONS?

☐ I am not taking any medications currently.

Check any of the following that you are taking currently.

<input type="checkbox"/> Muscle relaxants	<input type="checkbox"/> Blood pressure/Stroke prevention medications	<input type="checkbox"/> Cortisone injections
<input type="checkbox"/> Pain/Anti-inflammatory meds	<input type="checkbox"/> Osteoporosis (bone strengthening) medications	<input type="checkbox"/> Other:

Allergies: \_\_\_\_\_

Date of your last physical exam: \_\_\_\_\_

Name and number of primary care physician: \_\_\_\_\_

## FRACTURES/BROKEN BONES

☐ I have never had any broken bones.

If you have broken any bones, indicate where and when:

Region	Year	Region	Year
<input type="checkbox"/> Spinal Vertebra		<input type="checkbox"/> Skull	
<input type="checkbox"/> Collar bone (clavicle)		<input type="checkbox"/> Rib bone	
<input type="checkbox"/> Arm or hand bone		<input type="checkbox"/> Leg or foot bone	
<input type="checkbox"/> Pelvis bone		<input type="checkbox"/> Other	

## Family Health History

Health problems of relatives (disease, cancer, stroke, etc.): \_\_\_\_\_



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

DOB: \_\_\_\_\_

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

## Social & Occupational History

Job description: \_\_\_\_\_

Have you been able to work? \_\_\_\_\_

Work schedule: \_\_\_\_\_

Recreational Activities: \_\_\_\_\_

Lifestyle (hobbies, alcohol, tobacco & drug use, diet): \_\_\_\_\_

## DO YOU EXERCISE?

- ☐ I do no regular exercise.
- ☐ I stretch regularly.
- ☐ I am willing to do exercise.

- ☐ I exercise 1-2 times a week.
- ☐ I do weight lifting at gym/home.
- ☐ I am not willing to do exercises.

- ☐ I exercise 3-5 times a week.
- ☐ I do cardiovascular work outs.
- ☒ I do regular sports activities.

Do you have any problems laying face down on an examination table? ☐ Yes ☐ No

If yes, why: \_\_\_\_\_

Is there anything else you would like the doctor to know? \_\_\_\_\_

## Doctors Use Only


# Neck Disability Index

Neck  
Index  
Score

--

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

*This questionnaire will give your provider information about how your neck condition affects your everyday life. Please answer every section by marking the one statement that applies to you. If two or more statements in one section apply, please mark the one statement that most closely describes your problem.*

## **Pain Intensity**

- ① I have no pain at the moment.
- ② The pain is very mild at the moment.
- ③ The pain comes and goes and is moderate.
- ④ The pain is fairly severe at the moment.
- ⑤ The pain is very severe at the moment.
- ⑥ The pain is the worst imaginable at the moment.

## **Sleeping**

- ① I have no trouble sleeping.
- ② My sleep is slightly disturbed (less than 1 hour sleepless).
- ③ My sleep is mildly disturbed (1-2 hours sleepless).
- ④ My sleep is moderately disturbed (2-3 hours sleepless).
- ⑤ My sleep is greatly disturbed (3-5 hours sleepless).
- ⑥ My sleep is completely disturbed (5-7 hours sleepless).

## **Reading**

- ① I can read as much as I want with no neck pain.
- ② I can read as much as I want with slight neck pain.
- ③ I can read as much as I want with moderate neck pain.
- ④ I cannot read as much as I want because of moderate neck pain.
- ⑤ I can hardly read at all because of severe neck pain.
- ⑥ I cannot read at all because of neck pain.

## **Concentration**

- ① I can concentrate fully when I want with no difficulty.
- ② I can concentrate fully when I want with slight difficulty.
- ③ I have a fair degree of difficulty concentrating when I want.
- ④ I have a lot of difficulty concentrating when I want.
- ⑤ I have a great deal of difficulty concentrating when I want.
- ⑥ I cannot concentrate at all.

## **Work**

- ① I can do as much work as I want.
- ② I can only do my usual work but no more.
- ③ I can only do most of my usual work but no more.
- ④ I cannot do my usual work.
- ⑤ I can hardly do any work at all.
- ⑥ I cannot do any work at all.

## **Personal Care**

- ① I can look after myself normally without causing extra pain.
- ② I can look after myself normally but it causes extra pain.
- ③ It is painful to look after myself and I am slow and careful.
- ④ I need some help but I manage most of my personal care.
- ⑤ I need help everyday in most aspects of self care.
- ⑥ I do not get dressed, I wash with difficulty and stay in bed.

## **Lifting**

- ① I can lift heavy weights without extra pain.
- ② I can lift heavy weights, but it causes extra pain.
- ③ Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned (e.g. on a table).
- ④ Pain prevents me from lifting heavy weights off the floor, but I can manage light to medium weights if they are conveniently positioned.
- ⑤ I can only lift very light weights.
- ⑥ I cannot lift or carry anything at all.

## **Driving**

- ① I can drive my car without any neck pain.
- ② I can drive my car as long as I want with slight neck pain.
- ③ I can drive my car as long as I want with moderate neck pain.
- ④ I cannot drive my car as long as I want because of moderate neck pain.
- ⑤ I can hardly drive at all because of severe neck pain.
- ⑥ I cannot drive my car at all because of neck pain.

## **Recreation**

- ① I am able to engage in all my recreation activities without neck pain.
- ② I am able to engage in all my usual recreation activities with some neck pain.
- ③ I am able to engage in most but not all my usual recreation activities because of neck pain.
- ④ I am only able to engage in a few of my usual recreation activities because of neck pain.
- ⑤ I can hardly do any recreation activities because of neck pain.
- ⑥ I cannot do any recreation activities at all.

## **Headaches**

- ① I have no headaches at all.
- ② I have slight headaches which come infrequently.
- ③ I have moderate headaches which come infrequently.
- ④ I have moderate headaches which come frequently.
- ⑤ I have severe headaches which come frequently.
- ⑥ I have headaches almost all the time.

# Revised Oswestry Questionnaire

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

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

**INSTRUCTIONS:** This questionnaire has been designed to enable us to understand how your back pain has affected your ability to manage your everyday activities. Please answer each section by marking the **ONE CHOICE** that most applies to you. We realize you may feel that more than one statement may relate to you, but **PLEASE JUST MARK THE ONE CHOICE WHICH MOST CLOSELY DESCRIBES YOUR PROBLEM RIGHT NOW.**

<b>Pain Intensity</b>	<b>Personal Care (Washing, Dressing, Etc.)</b>
<input type="checkbox"/> The pain comes and goes and is very mild. <input type="checkbox"/> The pain is mild and does not vary much. <input type="checkbox"/> The pain comes and goes and is moderate. <input type="checkbox"/> The pain is moderate and does not vary much. <input type="checkbox"/> The pain comes and goes and is severe. <input type="checkbox"/> The pain is severe and does not vary much.	<input type="checkbox"/> I would not have to change my way of washing or dressing in order to avoid pain. <input type="checkbox"/> I do not normally change my way of washing or dressing even though it causes some pain. <input type="checkbox"/> Washing and dressing increases the pain, but I manage not to change my way of doing it. <input type="checkbox"/> Washing and dressing increases the pain and I find it necessary to change my way of doing it. <input type="checkbox"/> Because of the pain, I am unable to do some washing and dressing without help. <input type="checkbox"/> Because of the pain, I am unable to do any washing or dressing without help.
<b>Lifting</b>	<b>Walking</b>
<input type="checkbox"/> I can lift heavy weights without extra pain. <input type="checkbox"/> I can lift heavy weights, but it causes extra pain. <input type="checkbox"/> Pain prevents me from lifting heavy weights off the floor. <input type="checkbox"/> Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned, e.g., on a table. <input type="checkbox"/> Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are conveniently positioned. <input type="checkbox"/> I can only lift very light weights at the most.	<input type="checkbox"/> Pain does not prevent me from walking any distance. <input type="checkbox"/> Pain prevents me from walking more than one mile. <input type="checkbox"/> Pain prevents me from walking more than ½ mile. <input type="checkbox"/> Pain prevents me from walking more than ¼ mile. <input type="checkbox"/> I can only walk while using a cane or on crutches. <input type="checkbox"/> I am in bed most of the time and have to crawl to the toilet.
<b>Sitting</b>	<b>Standing</b>
<input type="checkbox"/> I can sit in any chair as long as I like without pain. <input type="checkbox"/> I can only sit in my favorite chair as long as I like. <input type="checkbox"/> Pain prevents me from sitting more than one hour. <input type="checkbox"/> Pain prevents me from sitting more than ½ hour. <input type="checkbox"/> Pain prevents me from sitting more than ten minutes. <input type="checkbox"/> Pain prevents me from sitting at all.	<input type="checkbox"/> I can stand as long as I want without pain. <input type="checkbox"/> I have some pain while standing, but it does not increase with time. <input type="checkbox"/> I cannot stand for longer than one hour without increasing pain. <input type="checkbox"/> I cannot stand for longer than ½ hour without increasing pain. <input type="checkbox"/> I cannot stand for longer than ten minutes without increasing pain. <input type="checkbox"/> I avoid standing because it increases the pain straight away.

Sleeping	Social Life
<input type="checkbox"/> I get no pain in bed. <input type="checkbox"/> I get pain in bed, but it does not prevent me from sleeping well. <input type="checkbox"/> Because of pain, my normal night's sleep is reduced by less than one-quarter. <input type="checkbox"/> Because of pain, my normal nights sleep is reduced by less than one-half. <input type="checkbox"/> Because of pain, my normal night's sleep is reduced by less than three-quarters. <input type="checkbox"/> Pain prevents me from sleeping at all.	<input type="checkbox"/> My social life is normal and gives me no pain. <input type="checkbox"/> My social life is normal but increases the degree of my pain. <input type="checkbox"/> Pain has no significant effect on my social life apart from limiting my more energetic interests, e.g., dancing, etc. <input type="checkbox"/> Pain has restricted my social life and I do not go out very often. <input type="checkbox"/> Pain has restricted my social life to my home. <input type="checkbox"/> I have hardly any social life because of the pain.
Traveling	Changing Degree of Pain
<input type="checkbox"/> I get no pain while traveling. <input type="checkbox"/> I get some pain while traveling, but none of my usual forms of travel make it any worse. <input type="checkbox"/> I get extra pain while traveling, but it does not compel me to seek alternative forms of travel. <input type="checkbox"/> I get extra pain while traveling which compels me to seek alternative forms of travel. <input type="checkbox"/> Pain restricts all forms of travel. <input type="checkbox"/> Pain prevents all forms of travel except that done lying down.	<input type="checkbox"/> My pain is rapidly getting better. <input type="checkbox"/> My pain fluctuates, but overall is definitely getting better. <input type="checkbox"/> My pain seems to be getting better, but improvement is slow at present. <input type="checkbox"/> My pain is neither getting better nor worse. <input type="checkbox"/> My pain is gradually worsening. <input type="checkbox"/> My pain is rapidly worsening.

## Patient Acknowledgement of Privacy Notice

The Notice of Privacy Policy of **Summit Chiropractic and Massage** of West Linn describes how health information about me may be used and disclosed. The following is a summary of our Notice of Privacy Policy:

**Your Rights** - As examples, you have the right to:

- Get a copy of the privacy notice.
- Request confidential communication.
- Ask us to limit the information we share.
- Get a copy of your paper or electronic medical record.
- File a complaint if you believe your privacy rights have been violated.

**Your Choices** - You have some choices in the way that we use and share information. With your permission, we may tell family and friends about your condition.

**Our Uses and Disclosures** - We may use and share your information as we:

- Treat you.
- Run our organization.
- Bill for your services.
- Help with public health and safety issues.
- Comply with the law.
- Respond to lawsuits and legal actions.

For further details, you may obtain a full copy of our Notice of Privacy Policy.

I, \_\_\_\_\_ hereby acknowledge that I have had an opportunity to review the Notice of Privacy Policy and may obtain a copy of the Notice of Privacy Policy at will from **Summit Chiropractic and Massage** of West Linn. Under federal law 104-191, also known as HIPAA, I am entitled to receive a copy of this *Notice* from my healthcare provider.

I understand that I am entitled to receive a copy of the *Notice of Privacy Practices* from my healthcare provider, whether I sign this Acknowledgement or not.

I authorize the following people access to my treatment and financial information and I authorize **Summit Chiropractic and Massage** to discuss treatment and finances with them:

Name: _____	Relationship: _____
Name: _____	Relationship: _____

I authorize Summit Chiropractic and Massage to leave detailed voice messages for me ☐

_____ Patient's name (printed)	_____/_____/_____ Date of birth
_____ Signature of patient	_____ Date
_____ Signature of parent/guardian (if patient is a minor)	_____ Date

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22400 Suite 101 Salamo Road  
West Linn, Oregon 97068  
503-650-2487

## **NOTICE OF PRIVACY PRACTICES**

This Notice is effective March 26, 2013

**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***

### **WE ARE REQUIRED BY LAW TO PROTECT MEDICAL INFORMATION ABOUT YOU**

We are required by law to protect the privacy of medical information about you and that identifies you. This medical information may be information about healthcare we provide to you or payment for healthcare provided to you. It may also be information about your past, present, or future medical condition.

We are also required by law to provide you with this Notice of Privacy Practices explaining our legal duties and privacy practices with respect to medical information. We are legally required to follow the terms of this Notice. In other words, we are only allowed to use and disclose medical information in the manner that we have described in this Notice.

We may change the terms of this Notice in the future. We reserve the right to make changes and to make the new Notice effective for *all* medical information that we maintain. If we make changes to the Notice, we will:

- Post the new Notice in our waiting area.
- Have copies of the new Notice available upon request. Please contact our Privacy Officer at **503-650-2487** to obtain a copy of our current Notice).

The rest of this Notice will:

- Discuss how we may use and disclose medical information about you.
- Explain your rights with respect to medical information about you.
- Describe how and where you may file a privacy-related complaint.

If, at any time, you have questions about information in this Notice or about our privacy policies, procedures or practices, you can contact our Privacy Officer at **503-650-2487**.

### **WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU IN SEVERAL CIRCUMSTANCES**

We use and disclose medical information about patients every day. This section of our Notice explains in some detail how we may use and disclose medical information about you in order to provide healthcare, obtain payment for that healthcare, and operate our business efficiently. This section then briefly mentions several other circumstances in which we may use or disclose medical information about you.

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For more information about any of these uses or disclosures, or about any of our privacy policies, procedures or practices, contact our Privacy Officer at **503-650-2487**.

### 1. Treatment

We may use and disclose medical information about you to provide healthcare treatment to you. In other words, we may use and disclose medical information about you to provide, coordinate or manage your healthcare and related services. This may include communicating with other healthcare providers regarding your treatment and coordinating and managing your healthcare with others.

**Example:** Jane is a patient at the health department. The receptionist may use medical information about Jane when setting up an appointment. The nurse practitioner will likely use medical information about Jane when reviewing Jane's condition and ordering a blood test. The laboratory technician will likely use medical information about Jane when processing or reviewing her blood test results. If, after reviewing the results of the blood test, the nurse practitioner concludes that Jane should be referred to a specialist, the nurse may disclose medical information about Jane to the specialist to assist the specialist in providing appropriate care to Jane.

### 2. Payment

We may use and disclose medical information about you to obtain payment for healthcare services that you received. This means that, within the health department, we may *use* medical information about you to arrange for payment (such as preparing bills and managing accounts). We also may *disclose* medical information about you to others (such as insurers, collection agencies, and consumer reporting agencies). In some instances, we may disclose medical information about you to an insurance plan *before* you receive certain healthcare services because, for example, we may need to know whether the insurance plan will pay for a particular service.

**Example:** Jane is a patient at the health department and she has private insurance. During an appointment with a nurse practitioner, the nurse practitioner ordered a blood test. The health department billing clerk will *use* medical information about Jane when he prepares a bill for the services provided at the appointment and the blood test. Medical information about Jane will be *disclosed* to her insurance company when the billing clerk sends in the bill.

**Example:** The nurse practitioner referred Jane to a specialist. The specialist recommended several complicated and expensive tests. The specialist's billing clerk may contact Jane's insurance company before the specialist runs the tests to determine whether the plan will pay for the test.

### 3. Healthcare Operations

We may use and disclose medical information about you in performing a variety of business activities that we call "healthcare operations." These "healthcare operations" activities allow us to, for example, improve the quality of care we provide and reduce healthcare costs. For example, we may use or disclose medical information about you in performing the following activities:

- Reviewing and evaluating the skills, qualifications, and performance of healthcare providers taking care of you.
- Providing training programs for students, trainees, healthcare providers or non-healthcare professionals to help them practice or improve their skills.
- Cooperating with outside organizations that evaluate, certify or license healthcare providers, staff or facilities in a particular field or specialty.
- Reviewing and improving the quality, efficiency and cost of care that we provide to you and our other patients.
- Improving healthcare and lowering costs for groups of people who have similar health problems and helping manage and coordinate the care for these groups of people.

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- Cooperating with outside organizations that assess the quality of the care others and we provide, including government agencies and private organizations.
- Planning for our organization's future operations.
- Resolving grievances within our organization.
- Reviewing our activities and using or disclosing medical information in the event that control of our organization significantly changes.
- Working with others (such as lawyers, accountants and other providers) who assist us to comply with this Notice and other applicable laws.

**Example:** Jane was diagnosed with diabetes. The health department used Jane's medical information – as well as medical information from all of the other health department patients diagnosed with diabetes – to develop an educational program to help patients recognize the early symptoms of diabetes. (Note: The educational program would not identify any specific patients without their permission).

**Example:** Jane complained that she did not receive appropriate healthcare. The health department reviewed Jane's record to evaluate the quality of the care provided to Jane. The health department also discussed Jane's care with an attorney.

### **4. Persons Involved in Your Care**

We may disclose medical information about you to a relative, close personal friend or any other person you identify if that person is involved in your care and the information is relevant to your care. If the patient is a minor, we may disclose medical information about the minor to a parent, guardian or other person responsible for the minor except in limited circumstances. For more information on the privacy of minors' information, contact our Privacy Officer at **503-650-2487**.

We may also use or disclose medical information about you to a relative, another person involved in your care or possibly a disaster relief organization (such as the Red Cross) if we need to notify someone about your location or condition.

You may ask us at any time not to disclose medical information about you to persons involved in your care. We will agree to your request and not disclose the information except in certain limited circumstances (such as emergencies) or if the patient is a minor. If the patient is a minor, we may or may not be able to agree to your request.

**Example:** Jane's husband regularly comes to the health department with Jane for her appointments and he helps her with her medication. When the nurse practitioner is discussing a new medication with Jane, Jane invites her husband to come into the private room. The nurse practitioner discusses the new medication with Jane and Jane's husband.

### **5. Required by Law**

We will use and disclose medical information about you whenever we are required by law to do so. There are many state and federal laws that require us to use and disclose medical information. For example, state law requires us to report gunshot wounds and other injuries to the police and to report known or suspected child abuse or neglect to the Department of Social Services. We will comply with those state laws and with all other applicable laws.

### **6. National Priority Uses and Disclosures**

When permitted by law, we may use or disclose medical information about you without your permission for various activities that are recognized as "national priorities." In other words, the government has determined that under certain circumstances (described below), it is so important to disclose medical information that it is acceptable to disclose medical information without the individual's permission. We will only disclose medical information about you in the following circumstances when we are permitted to



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do so by law. Below are brief descriptions of the “national priority” activities recognized by law. For more information on these types of disclosures, contact our Privacy Officer at **503-650-2487**.

- **Threat to health or safety:** We may use or disclose medical information about you if we believe it is necessary to prevent or lessen a serious threat to health or safety.
- **Public health activities:** We may use or disclose medical information about you for public health activities. Public health activities require the use of medical information for various activities, including, but not limited to, activities related to investigating diseases, reporting child abuse and neglect, monitoring drugs or devices regulated by the Food and Drug Administration, and monitoring work-related illnesses or injuries. For example, if you have been exposed to a communicable disease (such as tuberculosis), we may report it to the State and take other actions to prevent the spread of the disease.
- **Abuse, neglect or domestic violence:** We may disclose medical information about you to a government authority (such as the Department of Social Services) if you are an adult and we reasonably believe that you may be a victim of abuse, neglect or domestic violence.
- **Health oversight activities:** We may disclose medical information about you to a health oversight agency – which is basically an agency responsible for overseeing the healthcare system or certain government programs. For example, a government agency may request information from us while they are investigating possible insurance fraud.
- **Court proceedings:** We may disclose medical information about you to a court or an officer of the court (such as an attorney). For example, we would disclose medical information about you to a court if a judge orders us to do so.
- **Law enforcement:** We may disclose medical information about you to a law enforcement official for specific law enforcement purposes. For example, we may disclose limited medical information about you to a police officer if the officer needs the information to help find or identify a missing person.
- **Coroners and others:** We may disclose medical information about you to a coroner, medical examiner, or funeral director or to organizations that help with organ, eye and tissue transplants.
- **Workers’ compensation:** We may disclose medical information about you in order to comply with workers’ compensation laws.
- **Research organizations:** We may use or disclose medical information about you to research organizations if the organization has satisfied certain conditions about protecting the privacy of medical information.
- **Certain government functions:** We may use or disclose medical information about you for certain government functions, including but not limited to military and veterans’ activities and national security and intelligence activities. We may also use or disclose medical information about you to a correctional institution in some circumstances.

### 7. Authorizations

Other than the uses and disclosures described above (#1-6), we will not use or disclose medical information about you without the “authorization” – or signed permission – of you or your personal representative. In some instances, we may wish to use or disclose medical information about you and we may contact you to ask you to sign an authorization form. In other instances, you may contact us to ask us to disclose medical information and we will ask you to sign an authorization form.

If you sign a written authorization allowing us to disclose medical information about you, you may later revoke (or cancel) your authorization in writing (except in very limited circumstances related to obtaining insurance coverage). If you would like to revoke your authorization, you may write us a letter revoking your authorization or fill out an Authorization Revocation Form. Authorization Revocation Forms are available from our Privacy Officer. If you revoke your authorization, we will follow your instructions except to the extent that we have already relied upon your authorization and taken some action.

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The following uses and disclosures of medical information about you will only be made with your authorization (signed permission):

- ☐ Uses and disclosures for marketing purposes.
- ☐ Uses and disclosures that constitute the sales of medical information about you.
- ☐ Most uses and disclosures of psychotherapy notes, if we maintain psychotherapy notes.
- ☐ Any other uses and disclosures not described in this Notice.

### YOU HAVE RIGHTS WITH RESPECT TO MEDICAL INFORMATION ABOUT YOU

You have several rights with respect to medical information about you. This section of the Notice will briefly mention each of these rights. If you would like to know more about your rights, please contact our Privacy Officer at **503-650-2487**.

#### 1. Right to a Copy of This Notice

You have a right to have a paper copy of our Notice of Privacy Practices at any time. In addition, a copy of this Notice will always be posted in our waiting area. If you would like to have a copy of our Notice, ask the receptionist for a copy or contact our Privacy Officer at **503-650-2487**.

#### 2. Right of Access to Inspect and Copy

You have the right to inspect (which means see or review) and receive a copy of medical information about you that we maintain in certain groups of records. If we maintain your medical records in an Electronic Health Record (EHR) system, you may obtain an electronic copy of your medical records. You may also instruct us in writing to send an electronic copy of your medical records to a third party. If you would like to inspect or receive a copy of medical information about you, you must provide us with a request in writing. You may write us a letter requesting access or fill out an **Access Request Form**. Access Request Forms are available from our Privacy Officer.

We may deny your request in certain circumstances. If we deny your request, we will explain our reason for doing so in writing. We will also inform you in writing if you have the right to have our decision reviewed by another person.

If you would like a copy of the medical information about you, we will charge you a fee to cover the costs of the copy. Our fees for electronic copies of your medical records will be limited to the direct labor costs associated with fulfilling your request.

We may be able to provide you with a summary or explanation of the information. Contact our Privacy Officer for more information on these services and any possible additional fees.

#### 3. Right to Have Medical Information Amended

You have the right to have us amend (which means correct or supplement) medical information about you that we maintain in certain groups of records. If you believe that we have information that is either inaccurate or incomplete, we may amend the information to indicate the problem and notify others who have copies of the inaccurate or incomplete information. If you would like us to amend information, you must provide us with a request in writing and explain why you would like us to amend the information. You may either write us a letter requesting an amendment or fill out an **Amendment Request Form**. Amendment Request Forms are available from our Privacy Officer.

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We may deny your request in certain circumstances. If we deny your request, we will explain our reason for doing so in writing. You will have the opportunity to send us a statement explaining why you disagree with our decision to deny your amendment request and we will share your statement whenever we disclose the information in the future.

### **4. Right to an Accounting of Disclosures We Have Made**

You have the right to receive an accounting (which means a detailed listing) of disclosures that we have made for the previous six (6) years. If you would like to receive an accounting, you may send us a letter requesting an accounting, fill out an **Accounting Request Form**, or contact our Privacy Officer. Accounting Request Forms are available from our Privacy Officer.

The accounting will not include several types of disclosures, including disclosures for treatment, payment or healthcare operations. If we maintain your medical records in an Electronic Health Record (EHR) system, you may request that include disclosures for treatment, payment or healthcare operations. The accounting will also not include disclosures made prior to April 14, 2003.

If you request an accounting more than once every twelve (12) months, we may charge you a fee to cover the costs of preparing the accounting.

### **5. Right to Request Restrictions on Uses and Disclosures**

You have the right to request that we limit the use and disclosure of medical information about you for treatment, payment and healthcare operations. Under federal law, we must agree to your request and comply with your requested restriction(s) if:

1. Except as otherwise required by law, the disclosure is to a health plan for purpose of carrying out payment of healthcare operations (and is not for purposes of carrying out treatment); and,
2. The medical information pertains solely to a healthcare item or service for which the healthcare provided involved has been paid out-of-pocket in full.

Once we agree to your request, we must follow your restrictions (except if the information is necessary for emergency treatment). You may cancel the restrictions at any time. In addition, we may cancel a restriction at any time as long as we notify you of the cancellation and continue to apply the restriction to information collected before the cancellation.

You also have the right to request that we restrict disclosures of your medical information and healthcare treatment(s) to a health plan (health insurer) or other party, when that information relates solely to a healthcare item or service for which you, or another person on your behalf (other than a health plan), has paid us for in full. Once you have requested such restriction(s), and your payment in full has been received, we must follow your restriction(s).

### **6. Right to Request an Alternative Method of Contact**

You have the right to request to be contacted at a different location or by a different method. For example, you may prefer to have all written information mailed to your work address rather than to your home address.

We will agree to any reasonable request for alternative methods of contact. If you would like to request an alternative method of contact, you must provide us with a request in writing. You may write us a letter or fill out an **Alternative Contact Request Form**. Alternative Contact Request Forms are available from our Privacy Officer.

### **7. Right to Notification if a Breach of Your Medical Information Occurs**

You also have the right to be notified in the event of a breach of medical information about you. If a breach of your medical information occurs, and if that information is unsecured (not encrypted), we will notify you promptly with the following information:

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- ☐ A brief description of what happened;
- ☐ A description of the health information that was involved;
- ☐ Recommended steps you can take to protect yourself from harm;
- ☐ What steps we are taking in response to the breach; and,
- ☐ Contact procedures so you can obtain further information.

**8. Right to Opt-Out of Fundraising Communications**

If we conduct fundraising and we use communications like the U.S. Postal Service or electronic email for fundraising, you have the right to opt-out of receiving such communications from us. Please contact our Privacy Officer to opt-out of fundraising communications if you chose to do so.

**YOU MAY FILE A COMPLAINT  
ABOUT OUR PRIVACY PRACTICES**

If you believe that your privacy rights have been violated or if you are dissatisfied with our privacy policies or procedures, you may file a written complaint either with us or with the federal government.

**We will not take any action against you or change our treatment of you in any way if you file a complaint.**

To file a written complaint with us, you may bring your complaint directly to our Privacy Officer, or you may mail it to the following address:

**Summit Chiropractic and Massage  
Attention Privacy Officer  
22400 Suite 101 Salamo Road  
West Linn, Oregon 97068**

To file a written complaint with the federal government, please use the following contact information:

Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F, HHH Building  
Washington, D.C. 20201

Toll-Free Phone: 1-(877) 696-6775

Website: <http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html>

Email: [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov)