TOTAL HEALTH
& HEALING CENTER

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PATIENT INFORMATION

Date: _____

Name: First_____Middle Initial_____ Last_____

Address: _____

City: _____ State: _____ Zip:_____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-mail_____

Marital Status: M S W D P Sex: M F

Date of birth: _____ Age _____

Employer _____ Occupation _____

Name of Spouse/Partners _____

Spouses/Partners date of birth_____

Spouses/Partners Employer_____ Occupation_____

Number of children: _____

Have you ever had chiropractic care before? _____

Where? _____

How were you referred you to this office? _____

*****Insurance (*for auto, work comp and personal injury claims*): Please present a copy of your insurance card or claim number, contact person's name, phone number, and address to send claims to the receptionist.**

Is this a work related injury? _____

Patient Health Questionnaire

ChiroCare of Wisconsin, Inc.

ChiroCare Use Only rev 4/19/99

Patient Name _____ ***Date*** _____

1. When did your symptoms start: _____ ***Describe your symptoms and how they began:***

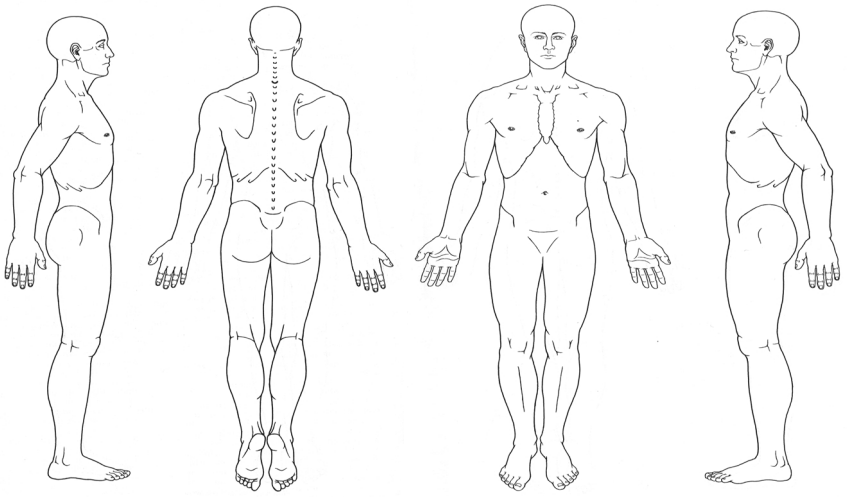
_____

_____

2. How often do you experience your symptoms?

① Constantly (76-100% of the day)
② Frequently (51-75% of the day)
③ Occasionally (26-50% of the day)
④ Intermittently (0-25% of the day)

Indicate where you have pain or other symptoms



3. What describes the nature of your symptoms?

① Sharp ④ Shooting
② Dull ache ⑤ Burning
③ Numb ⑥ Tingling

4. How are your symptoms changing?

① Getting Better
② Not Changing
③ Getting Worse

5. How bad are your symptoms at their:

None *Unbearable*

a. worst: ⓪ ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
b. best: ⓪ ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

6. How do your symptoms affect your ability to perform daily activities?

⓪ *No complaints* ① ② *Mild, forgotten with activity* ③ ④ *Moderate, interferes with activity* ⑤ ⑥ *Limiting, prevents full activity* ⑦ ⑧ *Intense, preoccupied with seeking relief* ⑨ ⑩ *Severe, no activity possible*

7. What activities make your symptoms worse: _____

8. What activities make your symptoms better: _____

9. Who have you seen for your symptoms?

① No One
② Other Chiropractor
③ Medical Doctor
④ Physical Therapist
⑤ Other

a. When and what treatment? _____

b. What tests have you had for your symptoms and when were they performed?

① Xrays *date:* _____ ③ CT Scan *date:* _____
② MRI *date:* _____ ④ Other *date:* _____

10. Have you had similar symptoms in the past? ① Yes ② No

a. If you have received treatment in the past for the same or similar symptoms, who did you see?

① This Office
② Other Chiropractor
③ Medical Doctor
④ Physical Therapist
⑤ Other

11. What is your occupation?

_____

① Professional/Executive
② White Collar/Secretarial
③ Tradesperson
④ Laborer
⑤ Homemaker
⑥ FT Student
⑦ Retired
⑧ Other

a. If you are not retired, a homemaker, or a student, what is your current work status?

① Full-time
② Part-time
③ Self-employed
④ Unemployed
⑤ Off work
⑥ Other

12. What do you hope to get from your visit/treatment *(select all that apply):*

① Reduce symptoms
② Resume/increase activity
③ Explanation of condition/treatment
④ Learn how to take care of this on my own
⑤ How to prevent this from occurring again
⑥

Patient Signature _____ ***Date*** _____

TOTAL HEALTH
& HEALING CENTER

NOTICE OF PRIVACY PRACTICES

Total Health and Healing Center is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide out patients with notice of your legal duties and privacy practices with respect to your protected health information.

There are certain times that we will disclose your healthcare information. These times include: for purposes of treatment, appointment reminders or missed appointment calls, payment, workers compensation, and health care operations. There are certain times where you can agree or object to disclosure of information. These times include: for purposes in the facility directory, persons involved in your care, and notifications to others.

Your rights:

1. You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Total Health & Healing Center is not required to agree to the restriction that you requested.
2. You have the right to your health information received or communicated through an alternative method or sent to an alternative location.
3. You have the right to inspect and copy your health information.
4. You have the right to request that your health information be amended. However, requests have been denied and an explanation will be provided along with measures as to how to disagree with your denial.
5. You have a right to receive an accounting of disclosures of your protected health information.
6. You have a right to a paper copy of this Notice at any time upon request.

Any changes made to this notice must be presented to you. Our privacy officer is Dr. Shanna Miller and complains and concerns can be presented to him at (763) 754-1482. This paper is a modified version of our HIPPA polices. A full copy can be obtained upon request and is always displayed at the front desk.

I have read, understand, and agree to the HIPPA polices at Total Health and Healing Center.

_____ _____ _____

Patient Signature Date Witness

I am opting not to sign this agreement for the following reason(s):

_____ _____ _____

Patient Signature Date Witness

TOTAL HEALTH
& HEALING CENTER

Financial Policies and Guidelines

Total Health and Healing Center is a "fee for service" practice and Payment is due at the time of service. If you have insurance, we must emphasize that, as a wellness center, our relationship is with you, not your insurance company.

As a courtesy, we can provide our patients with a coded receipt to submit for reimbursement of any chiropractic coverage. Many of our services are considered preventative/ wellness care and therefore will not be covered by most insurance. We are under no obligation to provide Doctor's notes to your insurance company.

When you schedule a personalized appointment for your healthcare needs, that time is set aside for you. If you need to reschedule your appointment, we ask that you give us a minimum of 24 hours notice. We reserve the right to charge for any appointments missed without this notice. If you have a package, we will deduct that from your total.

Due to federal guidelines, we are unable to offer discount packages to patients submitting to Medicare. Many patients who have Medicare and are on a wellness program request that we not submit so they can take advantage of the package discounts.

*Supplement discounts applied to homeopathic remedies, medical foods, and nutritional supplements. The office visit package excludes the cost of orthotics, fitness bands, etc.

If at any time during the treatment period the package owner chooses to discontinue treatments, they will be reimbursed the remainder of their balance, minus all the discounts they have received to date. If a credit card was initially used to purchase the package a 3% processing fee will be applied to return. Notice must be given in writing and reimbursement will be made in one weeks' time in the form of a check.

Prices listed include 1.8% MN care tax.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS REGARDING THE FINANCIAL POLICIES AND GUIDELINES.

PRINT NAME _____

SIGNATURE _____

DATE _____

TOTAL HEALTH & HEALING CENTER

24 Hour Cancellation Policy

We realize that emergencies and other scheduling conflicts arise and are sometimes unavoidable. However, advance notice allows us to fulfill other patients' scheduling needs and keeps the clinic operating at is most efficient level. Due to our one-on-one, 60-minute treatments, missed appointments are significant to your therapist, the clinic and other patients.

This policy is in place out of respect for our therapists AND our clients. When a patient cancels without giving enough notice, they prevent another patient from being seen.

1. ***Please provide our office with 24-hour notice to change or cancel an appointment.*** Patients who do not attend a scheduled appointment or do not provide 24-hour notice to change a scheduled appointment may be responsible for a service charge of half of their appointment fee. This charge cannot be billed to insurance and must be paid on or before the next scheduled appointment.

2. Certain accident claims adjusters expect regular attendance to massage therapy as a requirement of an approved treatment plan. If appointments are missed or cancelled on a regular basis it could affect the status of your claim. Your treatment plan has been established by your medical practitioner(s) to get you back to your regular activities as quickly as possible. Missing appointments hinders that process and may end up prolonging recovery.

NOTE: *You will never be charged for a cancellation if it is made more than 24 hours in advance of your scheduled appointment time.*

Thank you for providing our office and our patients with this courtesy.

I have read, understand, and agree to abide by the policy above:

_____
Print Name

_____ _____
Signature of Patient (or Responsible Party) Date

_____
Street Address

_____ _____ _____
City State Zip

_____ _____
Email Phone