

Please Print

Today's Date _____

___Mr. ___Mrs. ___Ms. Last Name _____ First Name _____ MI _____

Address _____ Birth Date ____/____/____

City _____ State _____ Zip _____ Home # _____ Cell # _____

Work # _____ Marital Status: ___Married ___Single ___Widowed ___Divorced ___Separated

Employer _____ Job Title _____

Type of work you do _____

Spouse's Name _____ Spouse's Birth Date ____/____/____

Spouse's Employer _____ Spouse's Job Title _____

No of Children _____ Names of Children _____

Who is responsible for your bill? ___Self ___Spouse ___Employer ___Insurance

How will payment be made? ___Cash ___Worker's Comp ___Health Insurance ___Medicare ___Medicaid ___Auto Insurance

Most of our patients are referred to our office by family, friends or doctors. Who can we thank for referring you?

Who is your PCP (Primary Care Physician/Practitioner)? _____ Phone # _____

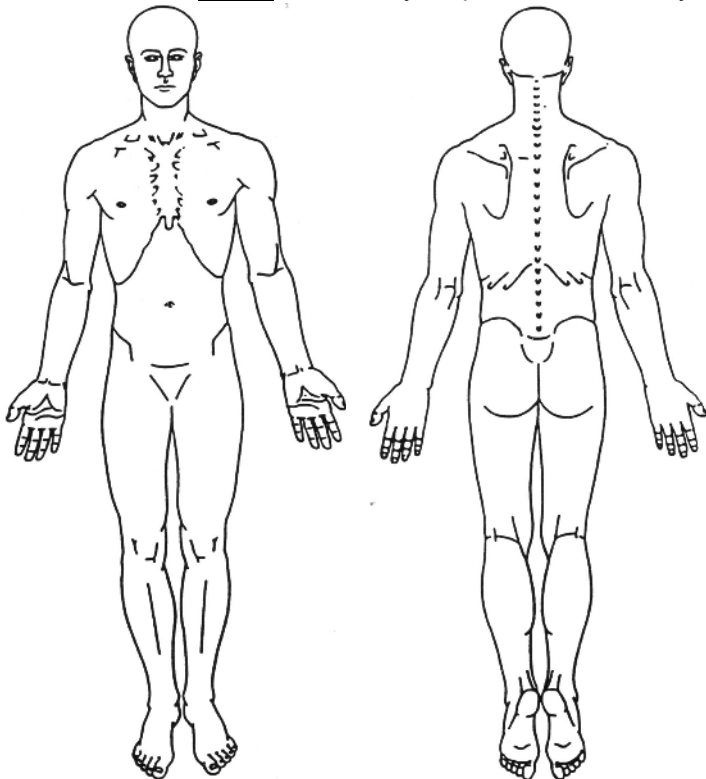
Insured Name (if other than self-i.e. parent/spouse) _____ Insured/Parent Date of Birth ____/____/____

Insured/Parent Permanent Address (if other than above) _____

City _____ ST _____ Zip _____ Insured/Parent SSN _____ Insured/Parent Employer _____

Insured/Parent Home # _____ Insured/Parent Work # _____ Insured/Parent Cell # _____

Please Mark the **exact** location of your pain, stiffness or symptoms on this diagram. (Use key listed below)



Please describe your major complaints; with regards to the type and frequency of your pain, stiffness or symptoms. For example: dull, sharp, constant, off, on, etc.

Key: A = Ache B = Burning N = Numbness
P = Pins & Needles S = Stabbing O = Other

On a scale of 0-10, with "0" being "no pain, stiffness, tightness or numbness" and "10" being "the worst imaginable pain", please **circle** the number below that applies to your level of pain or symptom. **No Pain 1 2 3 4 5 6 7 8 9 10 Worst Imaginable Pain**

When was the first time you were aware of any symptoms? _____

How did this condition develop? (What caused it? How did it start? What were you doing when the pain started?) _____

Have you ever had this problem or a similar problem before? **Yes** **No** If yes, explain _____

Science tells us your spine, like your teeth, need to be cared for regularly.

When was your last spinal exam including x-rays? ____ / ____ / ____ **Never**

How often do you get adjusted by a chiropractor? **Frequently** **Only when I hurt** **Monthly** **Never**

Have you consulted a Chiropractor in the past? **Yes** **No** If YES: NAME: _____

Date consulted: _____ For what problem? _____

Do you know if you have a spinal curvature? **Spinal Arthritis** **Inherited Spinal Problem** **Other** _____

Over time spinal misalignments will cause arthritis and degeneration, which result in grinding or cracking to be heard when you move your neck or back, as well as loss of nerve health.

Do you hear these sounds when you move your head, neck or back? **Yes** **No**

If your spine is out of alignment for a long time it can make you feel like you need to stretch, twist, or crack your neck or back.

Do you often feel the need to crack or pop your neck or back? **Yes** **No**

Poor Posture leads to poor health and early death. How would you rate your posture? **Poor 1 2 3 4 5 6 7 8 9 10 Excellent**

Stress causes your spine to misalign and accelerate spinal damage. Rate your stress level. **None 1 2 3 4 5 6 7 8 9 10 Intense**

List surgeries you have had from birth to now, in chronological order with your age at time of surgery. _____

Daily trauma, auto accident(s), and work injuries can cause misalignment of vertebrae and serious spinal problems.

When was your most recent injury at home/work? _____ Car accident? _____

Slip or fall? _____

Spinal health is vitally important to ensure you and your baby are healthy. Are you pregnant? **Yes** **No**

Improper sleeping positions can cause spinal misalignment. What is your sleeping position? (Check all that apply)

Back **Stomach** **R. Side** **L. Side**

Are you **Right Handed** **Left Handed**

Work Habits (Pick One)? **Full - Time** **Part - Time** **Homemaker** **Retired** **Student** **Unemployed** **Disabled**

Alcohol Usage (Pick One)? **Do Not Drink** **Social Drinker** **Light Drinker** **Moderate Drinker** **Heavy Drinker**

Alcoholic **Recovering Alcoholic**

Caffeine Intake (Pick One)? **Do Not Drink Caffeine** **Drink Caffeine Weekly** **Drink Caffeine Occasionally** **Drink 1**

Cup of Caffeine in morning **Drink 2-4 cups of Caffeine per Day** **Drinks 5 or more Cups of Caffeine per Day**

Recreational Drug Usage (Pick One)? **Do Not Use Recreational Drugs** **Light Use of Recreational Drugs** **Moderate**

Use of Recreational Drugs **Heavy Use of Recreational Drugs** **Drug Addicted** **Recovering Drug Addict**

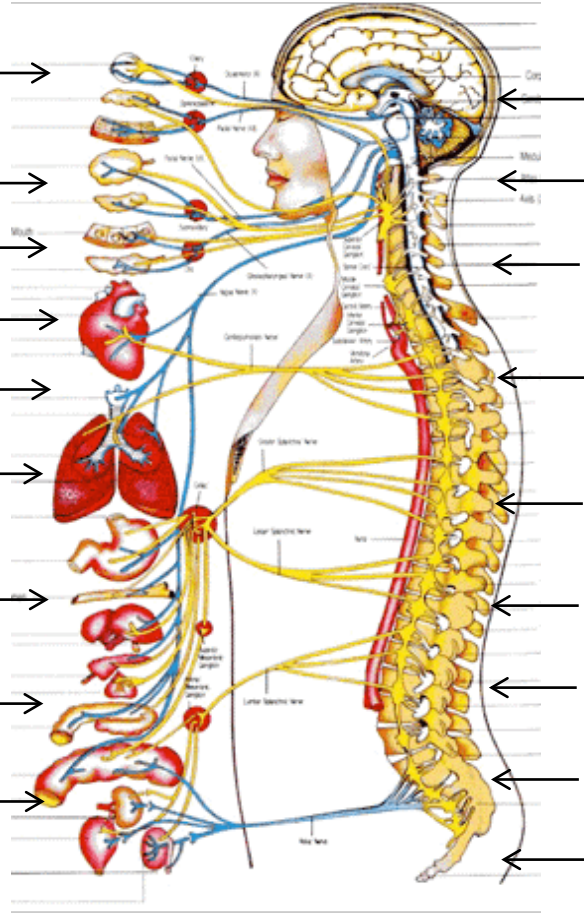
Exercise Routine (Pick One)? **Daily** **Every Other Day** **Few Times a Week** **Occasionally** **Once a Week**

Almost Nothing

Subluxation (misalignment) of the spine will lead to health problems in your body.

Please **CIRCLE** or check any health symptoms or health complaints you are experiencing.

- Headaches/Migraines
- Dizziness
- Loss of Balance/Vertigo
- Allergies
- Thyroid
- High Cholesterol
- High Blood Pressure
- Arm Pain L/R
- Asthma
- Shortness of Breath
- COPD/Emphysema
- Chronic Cough
- Lung Disease
- Bronchitis
- Lower Back Pain
- Menstrual Pain
- Excessive Menstruation
- Irregular Menstrual Cycle



- Frequent Colds
- Sinus Issues
- Eye Pain
- Neck Pain
- Chest Pain
- Heart Disease
- CHF
- Irregular Heartbeat
- Mid Back Pain
- Ulcers
- Reflux
- Infertility
- Gall Bladder
- Prostate
- Frequent Urination
- Leg Pain L/R
- Sciatica
- Digestive (IBS / Constipation)

- Anxiety/Depression
- Auto Immune Disease
- Allergies:

Have you had any of these Cardiovascular Diseases? Check all that apply.

- Myocardial Infarction
- Bypass Surgery
- Coronary Artery Disease

Do you have Diabetes? If so what type?

- Type I
- Type II
- Juvenile

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Alcoholism | <input type="checkbox"/> CVA (stroke/TIA) | <input type="checkbox"/> Kidney Stones | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Dementia/Alzheimer's | <input type="checkbox"/> Liver Disease/Cirrhosis | <input type="checkbox"/> Skin Sensitivity |
| <input type="checkbox"/> Arteriosclerosis | <input type="checkbox"/> Diagnosed emotional/mental | <input type="checkbox"/> Loss of Memory | <input type="checkbox"/> Sleep Problems/Insomnia |
| <input type="checkbox"/> Bleeding Disorders | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Loss of Smell | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Breast Lump | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Loss of Taste | <input type="checkbox"/> Swelling of Ankles |
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Glaucoma | <input type="checkbox"/> Macular Degeneration | <input type="checkbox"/> Swollen Joints |
| <input type="checkbox"/> Bruise Easily | <input type="checkbox"/> Gout | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Hemorrhoids | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Varicose Veins |
| <input type="checkbox"/> Cataracts | <input type="checkbox"/> Hot Flashes | <input type="checkbox"/> Parkinson's | <input type="checkbox"/> Venereal Disease |
| <input type="checkbox"/> Cold Extremities | <input type="checkbox"/> Kidney Infection | <input type="checkbox"/> Polio | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Cramps | | <input type="checkbox"/> Retinal Disease | |

Chiropractic Care is important to restore your health, are you committed to following the recommendations necessary to correct your problem Yes No

Fees are payable at the time x-rays, examination, and treatments are received unless other arrangements are made in advance. X-rays remain the property of this clinic.

Patient's Signature

Social Security Number

Date

Driver's License Number

Electronic Health Records Intake Form

In compliance with requirements for the government EHR incentive program

First Name: _____ **Last Name:** _____ **Email address:** _____@_____

Preferred method to receive preventative health information (Circle one): Email / Phone / Mail

DOB: ____/____/____ **Gender (Circle one):** Male / Female **Preferred Language:** _____

Smoking Status (Circle one): Every Day Smoker Occasional Smoker Former Smoker Never Smoked

Smoking Start Date (Optional): _____

CMS requires providers to report both race and ethnicity

Race (Circle one): American Indian or Alaska Native Asian Black or African American White (Caucasian)
Native Hawaiian or Pacific Islander I Decline to Answer

Ethnicity (Circle one): Hispanic or Latino Not Hispanic or Latino I Decline to Answer

Prescription medications can cause various side effects, hide the severity of health problems, and hinder the body's ability to heal. What medications are you currently taking? (If you have a list please attach):

Medication Name	Dosage & Frequency	Reason for taking Medication	Additional Comments

Do you have any medication allergies?

Medication Name	Reaction	Onset Date	Additional Comments

I choose to decline receipt of my clinical summary after every visit *(These summaries are often blank because of the nature and frequency of chiropractic care.)*

Patient Signature: **X** _____

Date: **X** _____

- ❖ Low Back Pain Questionnaire –The low back includes the mid back, low back, all the way down into the legs & feet. Circle one choice per section. Then, please sign and date at the bottom of the sheet.
- ❖ Neck Pain Questionnaire - The neck includes the head, neck, shoulders, all the way down into your arms & hands. Circle one choice per section. Then, please sign and date the bottom of the sheet.

REVISED OSWESTRY CHRONIC LOW BACK PAIN DISABILITY QUESTIONNAIRE

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

SECTION 1 -- Pain Intensity

- A The pain comes and goes and is very mild.
- B The pain is mild and does not vary much.
- C The pain comes and goes and is moderate.
- D The pain is moderate and does not vary much.
- E The pain comes and goes and is severe.
- F The pain is severe and does not vary much.

SECTION 2 -- Personal Care

- A I would not have to change my way of washing or dressing in order to avoid pain.
- B I do not normally change my way of washing or dressing even though it causes some pain.
- C Washing and dressing increases the pain, but I manage not to change my way of doing it.
- D Washing and dressing increases the pain and I find it necessary to change my way of doing it.
- E Because of the pain, I am unable to do some washing and dressing without help.
- F Because of the pain, I am unable to do any washing or dressing without help.

SECTION 3 -- Lifting

- A I can lift heavy weights without extra pain.
- B I can lift heavy weights, but it causes extra pain.
- C Pain prevents me from lifting heavy weights off the floor.
- D Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned, e.g., on a table.
- E Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are conveniently positioned.
- F I can only lift very light weights, at the most.

SECTION 4 -- Walking

- A Pain does not prevent me from walking any distance.
- B Pain prevents me from walking more than one mile.
- C Pain prevents me from walking more than 1/2 mile.
- D Pain prevents me from walking more than 1/4 mile.
- E I can only walk while using a cane or on crutches.
- F I am in bed most of the time and have to crawl to the toilet.

SECTION 5 -- Sitting

- A I can sit in any chair as long as I like without pain.
- B I can only sit in my favorite chair as long as I like.
- C Pain prevents me from sitting more than one hour.
- D Pain prevents me from sitting more than 1/2 hour.
- E Pain prevents me from sitting more than ten minutes.
- F Pain prevents me from sitting at all.

SECTION 6 -- Standing

- A I can stand as long as I want without pain.
- B I have some pain while standing, but it does not increase with time.
- C I cannot stand for longer than one hour without increasing pain.
- D I cannot stand for longer than 1/2 hour without increasing pain.
- E I cannot stand for longer than ten minutes without increasing pain.
- F I avoid standing, because it increases the pain straight away.

SECTION 7 -- Sleeping

- A I get no pain in bed.
- B I get pain in bed, but it does not prevent me from sleeping well.
- C Because of pain, my normal night's sleep is reduced by less than one-quarter.
- D Because of pain, my normal night's sleep is reduced by less than one-half.
- E Because of pain, my normal night's sleep is reduced by less than three-quarters.
- F Pain prevents me from sleeping at all.

SECTION 8 -- Social Life

- A My social life is normal and gives me no pain.
- B My social life is normal, but increases the degree of my pain.
- C Pain has no significant effect on my social life apart from limiting my more energetic interests, e.g., dancing, etc.
- D Pain has restricted my social life and I do not go out very often.
- E Pain has restricted my social life to my home.
- F I have hardly any social life because of the pain.

SECTION 9 -- Traveling

- A I get no pain while traveling.
- B I get some pain while traveling, but none of my usual forms of travel make it any worse.
- C I get extra pain while traveling, but it does not compel me to seek alternative forms of travel.
- D I get extra pain while traveling which compels me to seek alternative forms of travel.
- E Pain restricts all forms of travel.
- F Pain prevents all forms of travel except that done lying down.

SECTION 10 -- Changing Degree of Pain

- A My pain is rapidly getting better.
- B My pain fluctuates, but overall is definitely getting better.
- C My pain seems to be getting better, but improvement is slow at present.
- D My pain is neither getting better nor worse.
- E My pain is gradually worsening.
- F My pain is rapidly worsening.

From: N. Hudson, K. Tome-Nicholson, A. Breen; 1989

REVISED 9/11/92

Comments: _____

Patient Signature: _____

Date: _____

NECK PAIN DISABILITY INDEX QUESTIONNAIRE

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

Section 1 — Pain Intensity

- A I have no pain at the moment.
- B The pain is very mild at the moment.
- C The pain is moderate at the moment.
- D The pain is fairly severe at the moment.
- E The pain is very severe at the moment.
- F The pain is the worst imaginable at the moment.

Section 2 — Personal Care (Washing, Dressing, etc.)

- A I can look after myself normally without causing extra pain.
- B I can look after myself normally, but it causes extra pain.
- C It is painful to look after myself and I am slow and careful.
- D I need some help, but manage most of my personal care.
- E I need help every day in most aspects of self care.
- F I do not get dressed, I wash with difficulty and stay in bed.

Section 3 — Lifting

- A I can lift heavy weights, without extra pain.
- B I can lift heavy weights, but it gives extra pain.
- C Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned, for example, on a table.
- D Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are conveniently positioned.
- E I can lift very light weights.
- F I cannot lift or carry anything at all.

Section 4 — Reading

- A I can read as much as I want to with no pain in my neck.
- B I can read as much as I want to with slight pain in my neck.
- C I can read as much as I want with moderate pain in my neck.
- D I cannot read as much as I want because of moderate pain in my neck.
- E I cannot read as much as I want because of severe pain in my neck.
- F I cannot read at all.

Section 5 — Headaches

- A I have no headaches at all.
- B I have slight headaches which come infrequently.
- C I have moderate headaches which come infrequently.
- D I have moderate headaches which come frequently.
- E I have severe headaches which come frequently.
- F I have headaches almost all the time.

Section 6 — Concentration

- A I can concentrate fully when I want to with no difficulty.
- B I can concentrate fully when I want to with slight difficulty.
- C I have a fair degree of difficulty in concentrating when I want to.
- D I have a lot of difficulty in concentrating when I want to.
- E I have a great deal of difficulty in concentrating when I want to.
- F I cannot concentrate at all.

Section 7 — Work

- A I can do as much work as I want to.
- B I can only do my usual work, but no more.
- C I can do most of my usual work, but no more.
- D I cannot do my usual work.
- E I can hardly do any work at all.
- F I cannot do any work at all.

Section 8 — Driving

- A I can drive my car without any neck pain.
- B I can drive my car as long as I want with slight pain in my neck.
- C I can drive my car as long as I want with moderate pain in my neck.
- D I cannot drive my car as long as I want because of moderate pain in my neck.
- E I can hardly drive at all because of severe pain in my neck.
- F I cannot drive my car at all.

Section 9 — Sleeping

- A I have no trouble sleeping.
- B My sleep is slightly disturbed (less than 1 hour sleepless).
- C My sleep is mildly disturbed (1-2 hours sleepless).
- D My sleep is moderately disturbed (2-3 hours sleepless).
- E My sleep is greatly disturbed (3-5 hours sleepless).
- F My sleep is completely disturbed (5-7 hours sleepless).

Section 10 — Recreation

- A I am able to engage in all of my recreational activities, with no neck pain at all.
- B I am able to engage in all of my recreational activities, with some pain in my neck.
- C I am able to engage in most, but not all of my usual recreational activities because of pain in my neck.
- D I am able to engage in a few of my usual recreational activities because of pain in my neck.
- E I can hardly do any recreational activities because of pain in my neck.
- F I cannot do any recreational activities at all.

*After Vernon & Mior, 1991
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Physiological Therapeutics*

REVISED January 1, 1995

Comments: _____

Patient Signature: _____

Date: _____

DOCTOR-PATIENT RELATIONSHIP IN CHIROPRACTIC

CHIROPRACTIC

It is important to acknowledge the differences between the health care specialties of Chiropractic, Osteopathy and Medicine. Chiropractic care seeks to restore health through natural means and without the use of medicine or surgery. This approach to health care gives the human body maximum opportunity to utilize its inherent recuperative powers in the treatment process. The success of the Chiropractic Physician's procedures often depends on environment, underlying causes, physical and spinal conditions.

ANALYSIS

Chiropractic Physician conducts a clinical analysis for the express purpose of determining whether there is evidence of Vertebral Subluxation Syndrome (VSS) or vertebral Subluxation Complexes (VSC). When such VSS and VSC complexes are found, Chiropractic adjustments and ancillary procedures may be performed in an attempt to restore spinal integrity. It is the Chiropractic premise that proper spinal alignment maximizes nerve transmission throughout the body and gives the body an opportunity to use its inherent recuperative powers. Due to the complexity of the human body, no physician can promise you specific results for Chiropractic treatment. The results obtained from Chiropractic adjustments depend upon the inherent recuperative powers of the patient's body.

DIAGNOSIS

Although Chiropractic Physicians are experts in musculo-skeletal treatment and diagnosis, the VSS and VSC, they are not internal medicine specialists. Every Chiropractic patient should be aware of his own symptoms and secure other opinions if he has any concerns as to the nature of his total condition. Your Chiropractic Physician may advise you to seek a second opinion from another professional, but you are responsible for the final decision on such matters.

INFORMED CONSENT FOR CHIROPRACTIC CARE

A patient seeking treatment from the Chiropractic Physician authorized the Chiropractic Physician to care for the patient in accordance with the Chiropractic treatment protocols. Chiropractic adjustments or other clinical procedures are usually beneficial and seldom cause any problems for the patient. In rare cases, underlying physical defects, deformities or pathologies may render the patient susceptible to injury. The Chiropractic Physician, of course, will not give a chiropractic adjustment or perform other procedures if he is aware that such care may be harmful to the patient. It is the patient's responsibility to disclose his health problem to the Chiropractic Physician, especially latent pathological defects, illnesses, or deformities which would otherwise not come to the Chiropractic Physician's attention. The patient should seek the treatment from the health care specialist who is qualified to provide the proper diagnostic and clinical procedures for the patient's problems. The Chiropractic Physician is licensed to diagnose and treat musculo-skeletal problems and routinely works with health care providers from other disciplines to help provide prompt and effective care for his patients.

RESULTS

The purpose of Chiropractic services is to promote natural health through the reduction of the incidence of VSS or VSC in Chiropractic patients. Since there are so many variables, it is difficult to predict the time schedule or efficacy of Chiropractic treatment. Sometimes the patient's response to Chiropractic treatment is immediate and phenomenal. In most cases there is a more gradual, but quite satisfactory response to Chiropractic treatment. Occasionally, the results obtained from Chiropractic treatments are less beneficial to the patient than anticipated by both the Chiropractic Physicians and the patient. Two or more similar conditions may respond differently to the same Chiropractic care. Many patients who do not respond to medical care find quick relief from their symptoms through Chiropractic treatment. Other conditions encountered by the patient respond better to medical care. The fact is that the science of Chiropractic and medicine may never be so exact as to provide definite answers to all health problems. Both disciplines have made great strides in the diagnosis and treatment of health problems and will continue to improve the prognosis for patient care in the future.

The patient should discuss any questions or problems with the doctor before signing this statement of policy.

The undersigned acknowledges that he has read the foregoing statement and that he understands the nature of the care that he will receive from the Chiropractic Physician.

Dated as of X

 X

Patient's Signature

IRREVOCABLE ASSIGNMENT, SECURITY AGREEMENT AND AUTHORIZATION INSURANCE BENEFITS AND ATTORNEY

I hereby authorize and direct you, (my insurance company, and/or my attorney), to pay directly to
Andrew P. Azab, D.C.

(the "Provider") such sums as may be due and owing the Provider for health care services rendered me by reason of accident or illness. Further, I authorize and direct you to withhold such sums from any disability benefits, medical payment benefits, no-fault benefits, health and accident benefits, Workers' Compensation benefits, or any other insurance benefits obligated to be paid to me or from any settlement or judgment on my behalf as may be necessary to adequately protect the financial interests of the Provider.

I hereby grant the Provider a security interest in any and all insurance benefits, and any and all proceeds of any settlement or judgment which may be payable to me as a result of the injuries or illness for which I have been treated by the Provider.

In the event my insurance company becomes obligated to make payments to me for charges for services rendered by the Provider and refuses to make such payments upon demand by the Provider or me, I hereby assign and transfer to the Provider any and all causes of action that I may have against such insurance company, and authorize the Provider to prosecute said cause of action either in my name or in the Provider's name. Further, I authorize the Provider to compromise, settle or otherwise resolve such claim or cause of action in such manner as the Provider shall determine in his sole discretion.

I understand that I remain personally responsible for the payment of all amounts due the Provider for health care services. I further understand and agree that this Assignment, Security Agreement and Authorization does not constitute consideration for the Provider to defer collection efforts for payment for health care services and the Provider may, at his option, demand immediate payment from me upon rendering such services.

I hereby authorize the Provider to release any information pertinent to my case to any insurance company, adjuster, or attorney to facilitate collection of insurance benefits or the proceeds of any settlement or judgment under this Assignment, Security Agreement and Authorization.

I hereby appoint the Provider as my attorney-in-fact and agent to endorse/sign my name on any and all checks issued by the insurance company to me as payment of any accounts due and payable to the Provider for health care services.

I agree to pay the Provider for all costs of collection efforts, including court costs and attorneys fees, if the Provider must take any action to collect an outstanding balance on my account.

Dated: X _____ Patient's Signature: X _____

GENERAL RELEASE
Date: X _____ City and State: Lubbock, Texas

KNOW ALL MEN BY THESE PRESENTS: That I, X _____ authorize any doctor, hospital, employer, or other person, to whom a signed original or photocopy of this authorization is delivered, to furnish any information, copies of records, reports, and/or X-Rays which may be requested.

Patient's Signature: X _____

**All Family Chiropractic & Injury Clinic
PATIENT CONSENT**

**FOR USE AND / OR DISCLOSURE OF PROTECTED HEALTH INFORMATION TO
CARRY OUT TREATMENT, PAYMENT AND HEALTHCARE OPERATIONS**

✕ _____, hereby states that by signing this Consent, I acknowledge and agree as follows:

1. The Practice's Privacy Notice has been provided to me prior to my signing this Consent. The Privacy Notice includes a complete description of the uses and / or disclosures of my protected health information ("PHI") necessary for the Practice to provide treatment to me, and also necessary for the Practice to obtain payment for that treatment and to carry out its health care operations. The Practice explained to me that the Privacy Notice will be available to me in the future at my request. The Practice has further explained my right to obtain a copy of the Privacy Notice prior to signing this Consent, and has encouraged me to read the Privacy Notice carefully prior to my signing this Consent.
2. The Practice reserves the right to change its privacy practices that are described in its Privacy Notice, in accordance with applicable law.
3. I understand that, and consent to, the following appointment reminders that will be used by the Practice:
 - a. A postcard mailed to me at the address provided by me; and
 - b. Telephoning; my home and leaving a message on my answering machine or with the individual answering the phone.
 - c. Telephoning my work and speaking to me. I understand that no messages will be left unless I have a personal voicemail.
4. The Practice may use and / or disclose my PHI (which includes information about my health or condition and the treatment provided to me) in order for the Practice to treat me and obtain payment for that treatment, and as necessary for the Practice to conduct its specific health care operations.
5. I understand that I have a right to request that the Practice restrict how my PHI is used and / or disclosed to carry out treatment, payment and / or health care operations. However, the Practice is not required to agree to any restrictions that I have requested. If the Practice agrees to a requested restriction, then the restriction is binding on the Practice.
6. I understand that this Consent is valid for seven years. I further understand that I have the right to revoke this Consent, in writing, at any time for all *future* transactions, with the understanding that any such revocation shall not apply to the extent that the Practice has already taken action in reliance on this consent.
7. I understand that if I revoke this consent at any time, the Practice has the right to refuse to treat me.
8. I understand that if I do not sign this Consent evidencing my consent to the uses and disclosures described to me above and contained in the Privacy Notice, then the Practice will not treat me.

I have read and understand the foregoing notice, and all of my questions have been answered to my full satisfaction in a way that I can understand.

✕ _____
Name of Individual (Printed)

✕ _____
Signature of Individual

Signature of Legal Representative & Relationship (e.g., Attorney- In-Fact, Guardian, Parent if a minor):

✕ _____
Date Signed ____ / ____ / ____

Witness: _____

**All Family Chiropractic & Injury Clinic
PRIVACY NOTICE**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU
MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO
THAT INFORMATION.**

PLEASE REVIEW THIS NOTICE CAREFULLY.

This Practice is committed to maintaining the privacy of your protected health information ("PHI"), which includes information about your health condition and the care and treatment you receive from the Practice. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This Notice details how your PHI may be used and disclosed to third parties. This Notice also details your rights regarding your PHI.

CONSENT

1. The Practice may use and/or disclose your PHI provided that it first obtains a valid Consent signed by you. The Consent will allow the Practice to use and/or disclose your PHI for the purposes of:

(a) Treatment – In order to provide you with the health care you require, the Practice will provide your PHI to those health care professionals, whether on the Practice's staff or not, directly involved in your care so that they may understand your health condition and needs. For example, a physician treating you for lower back pain may need to know the results of your latest physician examination by this office.

(b) Payment – In order to get paid for services provided to you, the Practice will provide your PHI, directly or through a billing service, to appropriate third party payers, pursuant to their billing and payment requirements. For example, the Practice may need to provide the Medicare program with information about health care services that you received from the Practice so that the Practice can be properly reimbursed. The Practice may also need to tell your insurance plan about treatment you are going to receive so that it can determine whether or not it will cover the treatment expense.

(c) Health Care Operations – In order for the Practice to operate in accordance with applicable law and insurance requirements and in order for the Practice to continue to provide quality and efficient care, it may be necessary for the Practice to compile, use and/or disclose your PHI. For example, the Practice may use your PHI in order to evaluate the performance of the Practice's personnel in providing care to you.

NO CONSENT REQUIRED

1. The Practice may use and/or disclose your PHI, without a written Consent from you, in the following instances:

(a) De-identified Information – Information that does not identify you and, even without your name, cannot be used to identify you.

(b) Business Associate – To a business associate if the Practice obtains satisfactory written assurance, in accordance with applicable law, that the business associate will appropriately safeguard your PHI. A business associate is an entity that assists the Practice in undertaking some essential function, such as a billing company that assists

the office in submitting claims for payment to insurance companies or other payers.

(c) Personal Representative – To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.

(d) Emergency Situations –

(i) for the purpose of obtaining or rendering emergency treatment to you provided that the Practice attempts to obtain your Consent as soon as possible; or

(ii) to a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating your care with such entities in an emergency situation.

(e) Communication Barriers – If, due to substantial communication barriers or inability to communicate, the Practice has been unable to obtain your Consent and the Practice determines, in the exercise of its professional judgment, that your Consent to receive treatment is clearly inferred from the circumstances.

(f) Public Health Activities - Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease.

(g) Abuse, Neglect or Domestic Violence - To a government authority if the Practice is required by law to make such disclosure. If the Practice is authorized by law to make such a disclosure, it will do so if it believes that the disclosure is necessary to prevent serious harm.

(h) Health Oversight Activities - Such activities, which must be required by law, involve government agencies and may include, for example, criminal investigations, disciplinary actions, or general oversight activities relating to the community's health care system.

(i) Judicial and Administrative Proceeding - For example, the Practice may be required to disclose your PHI in response to a court order or a lawfully issued subpoena.

(j) Law Enforcement Purposes - In certain instances, your PHI may have to be disclosed to a law enforcement official. For example, your PHI may be the subject of a grand jury subpoena. Or, the Practice may disclose your PHI if the Practice believes that your death was the result of criminal conduct.

(k) Coroner or Medical Examiner - The Practice may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death.

(l) Organ, Eye or Tissue Donation - If you are an organ donor, the Practice may disclose your PHI to the entity to whom you have agreed to donate your organs.

(m) Research - If the Practice is involved in research activities, your PHI may be used, but such use is subject to numerous governmental requirements intended to protect the privacy of your PHI.

(n) Avert a Threat to Health or Safety - The Practice may disclose your PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to an individual who is reasonably able to prevent or lessen the threat.

(o) Specialized Government Functions - This refers to disclosures of PHI that relate primarily to military and veteran activity.

(p) Workers' Compensation - If you are involved in a Workers' Compensation claim, the Practice may be required to disclose your PHI to an individual or entity

that is part of the Workers' Compensation system.

(q) National Security and Intelligence Activities – The Practice may disclose your PHI in order to provide authorized governmental officials with necessary intelligence information for national security activities and purposes authorized by law.

(r) Military and Veterans – If you are a member of the armed forces, the Practice may disclose your PHI as required by the military command authorities.

APPOINTMENT REMINDER

The Practice may, from time to time, contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. The following appointment reminders are used by the Practice:

- a) a postcard mailed to you at the address provided by you; and
- b) telephoning your home and leaving a message on your answering machine or with the individual answering the phone.
- c) telephoning your work and speaking directly to you. We will not leave any messages at your work unless you have a personal voicemail.

DIRECTORY/SIGN-IN LOG

The Practice maintains a directory of and sign-in log for individuals seeking care and treatment in the office. Directory and sign-in log are located in a position where staff can readily see who is seeking care in the office, as well as the individual's location within the Practice's office suite. This information may be seen by, and is accessible to, others who are seeking care or services in the Practice's offices.

FAMILY/FRIENDS

The Practice may disclose to your family member, other relative, a close personal friend, or any other person identified by you, your PHI directly relevant to such person's involvement with your care or the payment for your care. The Practice may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) a family member, a personal representative, or another person responsible for your care, of your location, general condition or death. However, in both cases, the following conditions will apply:

- (a) If you are present at or prior to the use or disclosure of your PHI, the Practice may use or disclose your PHI if you agree, or if the Practice can reasonably infer from the circumstances, based on the exercise of its professional judgment, that you do not object to the use or disclosure.
- (b) If you are not present, the Practice will, in the exercise of professional judgment, determine whether the use or disclosure is in your best interests and, if so, disclose only the PHI that is directly relevant to the person's involvement with your care.

AUTHORIZATION

Uses and/or disclosures, other than those described above, will be made only with your written Authorization.

YOUR RIGHTS

1. You have the right to:

- (a) Revoke any Authorization and/or Consent, in writing, at any time. To request a revocation, you must submit a written request to the Practice's Privacy Officer.
- (b) Request restrictions on certain use and/or disclosure of your PHI as provided by law. However, the Practice is not obligated to agree to any requested restrictions. To request restrictions, you must submit a written request to the Practice's Privacy Officer. In your written request, you must inform the Practice of what information you want to limit, whether you want to limit the Practice's use or disclosure, or both, and to whom you want the limits to apply. If the Practice agrees to your request, the Practice will comply with your request unless the information is needed in order to provide you with emergency treatment.
- (c) Receive confidential communications or PHI by alternative means or at alternative locations. You must make your request in writing to the Practice's Privacy Officer. The Practice will accommodate all reasonable requests.
- (d) Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to the Practice's Privacy Officer. The Practice can charge you a fee for the cost of copying, mailing or other supplies associated with your request. In certain situations that are defined by law, the Practice may deny your request, but you will have the right to have the denial reviewed as set forth more fully in the written denial notice.
- (e) Amend your PHI as provided by law. To request an amendment, you must submit a written request to the Practice's Privacy Officer. You must provide a reason that supports your request. The Practice may deny your request if it is not in writing, if you do not provide a reason in support of your request, if the information to be amended was not created by the Practice (unless the individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by the Practice, if the information is not part of the information you would be permitted to inspect and copy, and/or if the information is accurate and complete. If you disagree with the Practice's denial, you will have the right to submit a written statement of disagreement.
- (f) Receive an accounting of disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to the Practice's Privacy Officer. The request must state a time period which may not be longer than six (6) years and may not include dates before April 14, 2003. The request should indicate in what form you want the list (such as a paper or electronic copy). The first list you request within a twelve (12) month period will be free, but the Practice may charge you for the cost of providing additional lists. The Practice will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.
- (g) Receive a paper copy of this Privacy Notice from the Practice upon request to the Practice's Privacy Officer.
- (h) Complain to the Practice or to the Secretary of HHS if you believe your privacy rights have been violated. To file a complaint with the Practice, you must contact the Practice's Privacy Officer. All complaints must be in writing.
- (i) To obtain more information on, or have your questions about your rights answered, you may contact the Practice's Privacy Officer, Andrew P. Azab, D.C., at (806)-785-7246.

PRACTICE'S REQUIREMENTS

1. The Practice:

(a) Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing the Practice's legal duties and privacy practices with respect to your PHI.

(b) Is required by State law to maintain a higher level of confidentiality with respect to certain portions of your medical information that is provided for under federal law. In particular, the Practice is required to comply with the following State statutes: _____

(c) Is required to abide by the terms of this Privacy Notice.

(d) Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for all of your PHI that it maintains.

(e) Will distribute any revised Privacy Notice to you prior to implementation.

(f) Will not retaliate against you for filing a complaint.

EFFECTIVE DATE

This Notice is in effect as of 04/14/2003