



Mark A Swickard, DC Bret Lickteig, DC Mark S Balderston, DC

PATIENT INFORMATION

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Phone (H) _____ (W) _____ (C) _____

Email Address _____ I authorize Swickard Chiropractic/Curis Functional Health to send me emails reminders & newsletters.

Sex M F Marital Status M S D Date of Birth _____ Age _____ Social Security # _____

If married, Spouse's Name: _____ # of Children/Names: _____

Occupation _____ Employer _____

Emergency Contact Name _____ Emergency Contact's Number _____

I authorize Swickard Chiropractic/Curis Functional Health to leave or give information to my emergency contact.

Referred by: _____

Primary Care Provider's Name _____ Phone _____

Have you ever received Chiropractic Care? Yes No If yes, when? _____

Name of most recent Chiropractor/Office _____

CHIEF COMPLAINT (CC)

Primary reason:

Secondary reason:

Previous interventions, treatments, medications, surgery, or care you've sought for your complaint(s):

PAST FAMILY SOCIAL HISTORY (PFSH)

A. Please indicate if you have a history of any of the following:

- Anticoagulant use Heart problems/high blood pressure/chest pain Bleeding problems
- Lung problems/shortness of breath Cancer Diabetes Psychiatric disorders
- Bipolar disorder Major depression Schizophrenia Stroke/TIA's Other _____
- None of the above

B. Previous Injury or Trauma:

Have you ever broken any bones? Which?



Name: _____ Date: _____

C. Allergies:

D. Medications:

Medication	Reason for taking
------------	-------------------

_____	_____
_____	_____
_____	_____

E. Surgeries:

Date	Type of Surgery
------	-----------------

_____	_____
_____	_____
_____	_____

F. Females/ Pregnancies and outcomes:

Pregnancies/Date of Delivery	Outcome
------------------------------	---------

_____	_____
_____	_____
_____	_____

1. Family Health History:

Do you have a family history of? (Please indicate all that apply)

- Cancer Strokes/TIA's Headaches Cardiac disease Neurological diseases
- Adopted/Unknown Cardiac disease below age 40 Psychiatric disease Diabetes
- Other _____ None of the above

Cause of parents or siblings death

Age at death

_____	_____
_____	_____
_____	_____

2. Social and Occupational History:

A. Job description:

B. Work schedule:

C. Recreational activities:

D. Lifestyle (hobbies, level of exercise, alcohol, tobacco and drug use, diet):

Name: _____ Date: _____

REVIEW OF SYSTEMS (ROS)

For all of our patients, it is important we update our records as to your general health. Please respond to each area below. Use the "Other" section to describe symptoms that may not be listed". **Do not skip any of the areas.**

AREA	SYMPTOMS	
Circle the symptoms you are experiencing or mark "no problems".		
Constitutional Symptoms (Health in General)	Lack of energy, unexplained weight gain or weight loss, loss of appetite, fever, night sweats, pain in jaws when eating, scalp tenderness, prior diagnosis of cancer. Other: _____	<input type="checkbox"/> No Problems
Eyes	Blurred vision, crossed eyes, eye pain, discharge. Other: _____	<input type="checkbox"/> No Problems
Ears, Nose, Mouth & Throat	Difficulty with hearing, sinus problems, runny nose, post-nasal drip, ringing in ears, mouth sores, loose teeth, ear pain, nosebleeds, sore throat, facial pain or numbness. Other: _____	<input type="checkbox"/> No Problems
Cardiovascular (Heart Related)	Irregular heartbeat, racing heart, chest pains, swelling of feet or legs, pain in legs with walking. Other: _____	<input type="checkbox"/> No Problems
Respiratory (Lungs & Breathing)	Shortness of breath, night sweats, prolonged cough, wheezing, sputum production, prior tuberculosis, pleurisy, oxygen at home, coughing up blood, abnormal chest x-ray. Other: _____	<input type="checkbox"/> No Problems
Gastrointestinal (Stomach & Intestines)	Heartburn, constipation, intolerance to certain foods, diarrhea, abdominal pain, difficulty swallowing, nausea, vomiting, blood in stools, unexplained change in bowel habits, incontinence. Other: _____	<input type="checkbox"/> No Problems
Genitourinary (Reproductive Organs & Urinary)	Hematuria, excessive/reduced urination, kidney/bladder infections. Other: _____	<input type="checkbox"/> No Problems
Musculoskeletal (Muscles, Bones & Joints)	Joint pain, aching muscles, shoulder pain, swelling of joints, joint deformities, back pain. Other: _____	<input type="checkbox"/> No Problems
Integumentary (Skin, Hair & Breast)	Persistent rash, itching, new skin lesion, change in existing skin lesion, hair loss or increase, breast changes. Other: _____	<input type="checkbox"/> No Problems
Neurologic (Brain & Nerves)	Frequent headaches, double vision, weakness, change in sensation, problems with walking or balance, dizziness, tremor, loss of consciousness, uncontrolled motions, episodes of visual loss. Other: _____	<input type="checkbox"/> No Problems
Psychiatric (Mood & Thinking)	Insomnia, irritability, depression, anxiety, recurrent bad thoughts, mood swings, hallucinations, compulsions. Other: _____	<input type="checkbox"/> No Problems
Endocrine (Glands)	Intolerance to heat or cold, menstrual irregularities, frequent hunger/urination/thirst, changes in sex drive. Other: _____	<input type="checkbox"/> No Problems
Hematologic/Lymphatic (Blood/Lymph)	Easy bleeding, easy bruising, anemia, abnormal blood tests, leukemia, unexplained swollen areas. Other: _____	<input type="checkbox"/> No Problems
Allergic/Immunologic	Seasonal allergies, hay fever symptoms, itching, frequent infections, exposure to HIV. Other: _____	<input type="checkbox"/> No Problems

I have read the above information and certify it to be true and correct to the best of my knowledge.

Patient or Guardian Signature _____

Date _____

FOR OFFICE USE ONLY:
 Practitioner: _____
 Reviewed Date: _____



Name: _____ Date: _____

HISTORY OF PRESENT ILLNESS (HPI)

Symptom 1 (Chief Complaint):

- Quality:** Describe the quality of symptoms (circle all that apply):
 Sharp Dull Achy Burning Throbbing Piercing Stabbing
 Deep Nagging Shooting Stinging Other: _____
- Severity:** On a scale from 0-10, with 10 being the worst, please circle the number that best describes the symptom most of the time:
 0 1 2 3 4 5 6 7 8 9 10
- Timing:** What percentage of the time you are awake do you experience the above symptom at the above intensity:
 0 10 20 30 40 50 60 70 80 90 100
- Duration:** When did the symptom begin? _____
- Context:** How did the symptom begin? _____
- Did the symptom begin suddenly or gradually? (circle one)
- Modifying Factors:** What makes the symptom better? (please describe): _____
- What makes the symptom worse? _____
- Associated Signs & Symptoms:** Does the symptom radiate to another part of your body (circle one):
 Yes No If yes, where does the symptom radiate? _____
- Is the symptom worse at certain times of the day or night? (circle one)
 Morning Afternoon Evening Night Unaffected by time of day Constant

Doctor's Notes:

Symptom 2 (Secondary Complaint):

- Quality:** Describe the quality of symptoms (circle all that apply):
 Sharp Dull Achy Burning Throbbing Piercing Stabbing
 Deep Nagging Shooting Stinging Other: _____
- Severity:** On a scale from 0-10, with 10 being the worst, please circle the number that best describes the symptom most of the time:
 0 1 2 3 4 5 6 7 8 9 10
- Timing:** What percentage of the time you are awake do you experience the above symptom at the above intensity:
 0 10 20 30 40 50 60 70 80 90 100
- Duration:** When did the symptom begin? _____
- Context:** How did the symptom begin? _____
- Did the symptom begin suddenly or gradually? (circle one)
- Modifying Factors:** What makes the symptom better? (please describe): _____
- What makes the symptom worse? _____
- Associated Signs & Symptoms:** Does the symptom radiate to another part of your body (circle one):
 Yes No If yes, where does the symptom radiate? _____
- Is the symptom worse at certain times of the day or night? (circle one)
 Morning Afternoon Evening Night Unaffected by time of day Constant

Doctor's Notes:



Name: _____ Date: _____

Symptom 3 (Additional Complaint):

- Quality:** Describe the quality of symptoms (circle all that apply):
 Sharp Dull Achy Burning Throbbing Piercing Stabbing
 Deep Nagging Shooting Stinging Other: _____
- Severity:** On a scale from 0-10, with 10 being the worst, please circle the number that best describes the symptom most of the time:
 0 1 2 3 4 5 6 7 8 9 10
- Timing:** What percentage of the time you are awake do you experience the above symptom at the above intensity:
 0 10 20 30 40 50 60 70 80 90 100
- Duration:** When did the symptom begin? _____
- Context:** How did the symptom begin? _____
- Did the symptom begin suddenly or gradually? (circle one)
- Modifying Factors:** What makes the symptom better? (please describe): _____
- What makes the symptom worse? _____
- Associated Signs & Symptoms:** Does the symptom radiate to another part of your body (circle one):
 Yes No If yes, where does the symptom radiate? _____
- Is the symptom worse at certain times of the day or night? (circle one)
 Morning Afternoon Evening Night Unaffected by time of day Constant

Doctor's Notes:

Symptom 4 (Additional Complaint):

- Quality:** Describe the quality of symptoms (circle all that apply):
 Sharp Dull Achy Burning Throbbing Piercing Stabbing
 Deep Nagging Shooting Stinging Other: _____
- Severity:** On a scale from 0-10, with 10 being the worst, please circle the number that best describes the symptom most of the time:
 0 1 2 3 4 5 6 7 8 9 10
- Timing:** What percentage of the time you are awake do you experience the above symptom at the above intensity:
 0 10 20 30 40 50 60 70 80 90 100
- Duration:** When did the symptom begin? _____
- Context:** How did the symptom begin? _____
- Did the symptom begin suddenly or gradually? (circle one)
- Modifying Factors:** What makes the symptom better? (please describe): _____
- What makes the symptom worse? _____
- Associated Signs & Symptoms:** Does the symptom radiate to another part of your body (circle one):
 Yes No If yes, where does the symptom radiate? _____
- Is the symptom worse at certain times of the day or night? (circle one)
 Morning Afternoon Evening Night Unaffected by time of day Constan

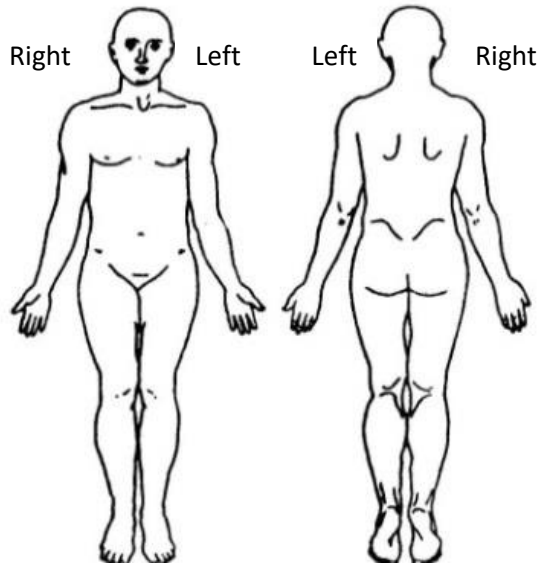
Doctor's Notes:



Name: _____ Date: _____

Please indicate sites of **pain** with an "X" (xxx).

Does the **pain radiate (travel)**? If so, mark with an "arrow" (→→→).

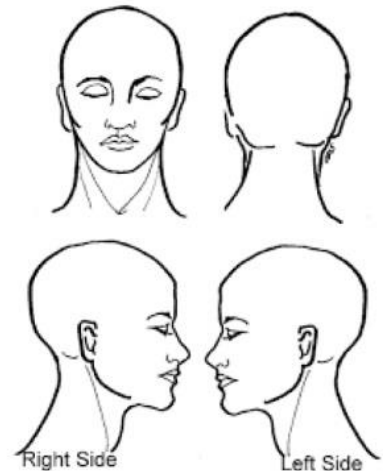


Do you have headaches?

- Yes No, skip to the next page

If yes, please answer the following:

- a. **Mark where you get your headache(s) with an "X"**
- b. **On a scale from 0-10, with 10 being the worst, indicate the intensity of your headache:** 1 2 3 4 5 6 7 8 9 10
- c. **What describes your headaches?** (circle all that apply)
Sharp, dull, achy, burning, throbbing, piercing, stabbing, deep, nagging, shooting, stinging, Other: _____
- d. **How often do they occur?**
_____ X/week _____ X/month _____ Sporadic
- e. **Are your headaches worse at certain times of the day or night?**
Morning Afternoon Evening Night Unaffected time of day
- f. **When did your headaches begin?** _____
- g. **What makes your headaches worse?** _____
- h. **What makes your headaches better?** _____





Name: _____ Date: _____

NECK DISABILITY INDEX

THIS QUESTIONNAIRE IS DESIGNED TO HELP US BETTER UNDERSTAND HOW YOUR NECK PAIN AFFECTS YOUR ABILITY TO MANAGE EVERYDAY -LIFE ACTIVITIES. PLEASE MARK IN EACH SECTION THE **ONE CHOICE** THAT APPLIES TO YOU. ALTHOUGH YOU MAY CONSIDER THAT TWO OF THE STATEMENTS IN ANY ONE SECTION RELATE TO YOU, PLEASE MARK THE BOX THAT **MOST CLOSELY** DESCRIBES YOUR PRESENT -DAY SITUATION.

SECTION 1 - PAIN INTENSITY

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

SECTION 2 - PERSONAL CARE

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

SECTION 3 - LIFTING

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

SECTION 4 - WORK

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

SECTION 5 - HEADACHES

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

PATIENT SIGNATURE _____

SCORE: _____ [50]

0-4 No Disability 5-14 Mild Disability 15-24 Moderate Disability 25-34 Severe Disability 35-50 Completely Disabled

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SECTION 6 - CONCENTRATION

- 0. I can concentrate fully without difficulty.
- 1. I can concentrate fully with slight difficulty.
- 2. I have a fair degree of difficulty concentrating.
- 3. I have a lot of difficulty concentrating.
- 4. I have a great deal of difficulty concentrating.
- 5. I can't concentrate at all.

SECTION 7 - SLEEPING

- 0. I have no trouble sleeping.
- 1. My sleep is slightly disturbed for less than 1 hour.
- 2. My sleep is mildly disturbed for up to 1-2 hours.
- 3. My sleep is moderately disturbed for up to 2-3 hours.
- 4. My sleep is greatly disturbed for up to 3-5 hours.
- 5. My sleep is completely disturbed for up to 5-7 hours.

SECTION 8 - DRIVING

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

SECTION 9 - READING

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

SECTION 10 - RECREATION

- 0. I have no neck pain during all recreational activities.
- 1. I have some neck pain with all recreational activities.
- 2. I have some neck pain with a few recreational activities.
- 3. I have neck pain with most recreational activities.
- 4. I can hardly do recreational activities due to neck pain.
- 5. I can't do any recreational activities due to neck pain.



Name: _____ Date: _____

REVISED OSWESTRY LOW BACK PAIN DISABILITY QUESTIONNAIRE

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 ONE CHOICE, WHICH MOST CLOSELY DESCRIBES YOUR PROBLEM RIGHT NOW.**

SECTION 1 - PAIN INTENSITY

- 0. The pain comes and goes and is very mild.
- 1. The pain is mild and does not vary much.
- 2. The pain comes and goes and is moderate.
- 3. The pain is moderate and does not vary much.
- 4. The pain comes and goes and is severe.
- 5. The pain is severe and does not vary much.

SECTION 2 - PERSONAL CARE

- 0. I would not have to change my way of washing or dressing in order to avoid pain.
- 1. I do not normally change my way of washing or dressing even though it causes some pain.
- 2. Washing and dressing increases the pain, but I manage not to change my way of doing it.
- 3. Washing and dressing increases the pain and I find it necessary to change my way of doing it.
- 4. Because of the pain, I am unable to do some washing and dressing without help.
- 5. Because of the pain, I am unable to do any washing or dressing without help.

SECTION 3 - LIFTING

- 0. I can lift heavy weights without causing extra pain.
- 1. I can lift heavy weights, but it causes extra pain.
- 2. Pain prevents me from lifting heavy weights off the floor.
- 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, but I can manage light weights if they are conveniently positioned.
- 5. I can only lift very light weights, at the most.

SECTION 4 - WALKING

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

SECTION 5 - SITTING

- 0. I can sit in any chair as long as I like without pain.
- 1. I can only sit in my favorite chair as long as I like.
- 2. Pain prevents me from sitting for more than one hour.
- 3. Pain prevents me from sitting more than 1/2 hour.
- 4. Pain prevents me from sitting for more than ten minutes.
- 5. Pain prevents me from sitting at all.

SECTION 6 - STANDING

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

SECTION 7 - SLEEPING

- 0. I get no pain in bed.
- 1. I get pain in bed, but it does not prevent me from sleeping well.
- 2. Because of pain, my normal night's sleep is reduced by less than one quarter.
- 3. Because of pain, my normal night's sleep is reduced by less than one-half.
- 4. Because of my pain, my normal night's sleep is reduced by less than three-quarters.
- 5. Pain prevents me from sleeping at all.

SECTION 8 - SOCIAL LIFE

- 0. My social life is normal and give me no pain.
- 1. My social life is normal but increases the degree of my pain.
- 2. Pain has no significant effect on my social life apart from limiting my more energetic interests, my dancing, etc.
- 3. Pain has restricted my social life and I do not go out very often.
- 4. Pain has restricted my social life to my home.
- 5. I have hardly any social life because of the pain.

SECTION 9 - TRAVELING

- 0. I get no pain while traveling.
- 1. I get some pain while traveling, but none of my usual forms of travel make it any worse.
- 2. I get extra pain while traveling, but it does not compel me to seek alternative forms of travel.
- 3. I get extra pain while traveling which compels me to seek alternative forms of travel.
- 4. Pain restricts all forms of travel.
- 5. Pain prevents all forms of travel except that done lying down.

SECTION 10 - CHANGING DEGREE OF PAIN

- 0. My pain is rapidly getting better.
- 1. My pain fluctuates, but overall is definitely getting better.
- 2. My pain seems to be getting better, but my improvement is slow at present.
- 3. My pain is neither getting better nor worse.
- 4. My pain is gradually worsening.
- 5. My pain is rapidly worsening.

PATIENT SIGNATURE _____

SCORE: _____ [50]



Name: _____ Date: _____

INFORMED CONSENT FOR CHIROPRACTIC SPINAL MANIPULATION, DIAGNOSTIC X-RAYS AND TREATMENT, AUTHORIZATION AND RELEASE

I hereby request and consent to the performance of chiropractic manipulation and other chiropractic procedures, including various modes of therapy modalities (including but not limited to ultrasound, muscle stimulation, interferential, ice, heat, traction, spinal decompression, Graston soft tissue, dry needling, Kinesio/Rock Tape), dry needling and diagnostic x-rays, on myself (or on the patient named below for whom I am legally responsible) by or under the orders of the licensed doctors of chiropractic of Swickard Chiropractic/Curis Functional Health or any doctor, who now or in the future, works as a relief doctor.

➡ Patient's Initials: _____ Physician's Signature: _____

I have had the opportunity to discuss with my doctor the nature and purpose of chiropractic manipulation and other procedures and understand that spinal manipulation involves the doctor placing his or her hands on my spine and delivering a quick thrust or impulse to the involved area(s). I also understand and am informed that, as in the practice of medicine, in the practice of chiropractic there are some risks to treatment including, but not limited to: fractures, disc injuries, strokes, dislocations, sprains, soreness, and physical therapy burns. I understand and comprehend all such risks and complications and realize that alternatives to care might include self-administered over-the-counter analgesics and rest, medical treatment; prescription drugs, such as anti-inflammatories, muscle relaxants and painkillers, surgery, or doing nothing. I understand the risks and dangers attendant to remaining untreated; over time this may complicate treatment making it more difficult and less effective the longer treatment is postponed. I, by my signature below, confirm and accept care and therefore consent to and agree to those treatments deemed necessary by my doctor to be in my best interest.

➡ Patient's Initials: _____ Physician's Signature: _____

I authorize payment of insurance benefits directly to Swickard Chiropractic/Curis Functional Health. I understand and agree to allow this office to use my Confidential Patient Health Information forms for the purpose of treatment, payment, healthcare operations and coordination of care and authorize the Swickard Chiropractic/Curis Functional Health to communicate with my medical physician(s) about my condition and treatment. I understand and agree that I am responsible for all cost of chiropractic care, regardless of insurance coverage. I also understand and agree that if I suspend or terminate my schedule of care as determined by my treating doctor, any fees for professional services will be immediately due and payable. I understand the Federal Government has deemed it mandatory to notify my doctor of any other party or insurance company that may be responsible for reimbursement for my treatment.

➡ Patient's Initials: _____

I have also read, or have had read to me the above-informed consent, authorization, and release. I have had an opportunity to ask any and all questions about its content, and by signing below, I agree to the above-named procedures. I intend this consent form to cover the entire course of treatment for my present condition and for future condition(s) for which I seek treatment in this office.

Patient Signature: _____ Date ____/____/____

Printed Name: _____



Name: _____ Date: _____

PATIENT ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES PURSUANT TO HIPAA AND CONSENT FOR USE OF HEALTH INFORMATION

The undersigned does hereby acknowledge that he or she has received a copy of this office’s Notice of Privacy Practices Pursuant to HIPAA and has been advised that a full copy of this office’s HIPAA Compliance Manual is available upon request. The undersigned does hereby consent to the use of his or her health information in a manner consistent with the Notice of Privacy Practices Pursuant to HIPAA, the HIPAA Compliance Manual, State law, and Federal Law.

Patient Signature Date ____/____/____

If the patient is a minor or under a guardianship order as defined by State law:

Signature of Parent/Guardian (Circle One) Date ____/____/____

PATIENT ACKNOWLEDGE OF RECEIPT OF “GOOD FAITH ESTIMATE” NOTICE

The undersigned does hereby acknowledge that he or she has received a copy of “Your Right to Receive a Good Faith Estimate”.

Patient Signature Date ____/____/____

FOR FEMALES ONLY

To the best of your knowledge, are you pregnant (or do you think you could be)? Yes No Possibly

Patient Signature Date ____/____/____

CONSENT TO TREATMENT OF A MINOR

I hereby authorize the doctors of Swickard Chiropractic/Curis Functional Health, and/or whomever they designate as assistants, to administer treatment as deemed necessary to _____.

Signature of Parent or Legal Guardian: _____ Date ____/____/____
Relationship: _____

Witness signature: _____ Date ____/____/____



Name: _____ Date: _____

INSURANCE AND RELEASE INFORMATION

PRIMARY INSURANCE:

Insurance Company: _____

Insured's Name: _____ Relationship to Insured: _____

Insured's Birthdate: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer's Name: _____

SECONDARY INSURANCE:

Insurance Company: _____

Insured's Name: _____ Relationship to Insured: _____

Insured's Birthdate: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Employer's Name: _____

RELEASE OF INFORMATION:

I _____ give permission to the staff at Swickard Chiropractic/Curis Functional Health to share any information related to my care, account and services to the following people:

Name: _____

Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Name: _____

Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

I have read the above information and certify it to be true and correct to the best of my knowledge, and herby authorize Swickard Chiropractic/Curis Functional Health to provide me with chiropractic care, in accordance with this state's statutes. If my insurance will be billed, I authorize payment of medical benefits to Swickard Chiropractic/Curis Functional Health for services performed.

Patient or Guardian Signature _____ Date _____



Notice of Patient Privacy Policy

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.

If you have any questions about this Notice please contact our Privacy Officer or any staff member in our office.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out your treatment, collect payment for your care and manage the operations of this clinic. It also describes our policies concerning the use and disclosure of this information for other purposes that are permitted or required by law. It describes your rights to access and control your protected health information. "Protected Health Information" (PHI) is information about you, including demographic information that may identify you, that relates to your past, present, or future physical or mental health or condition and related health care services.

We are required by federal law to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice at any time. The new notice will be effective for all protected health information that we maintain at that time. You may obtain revisions to our Notice of Privacy Practices by accessing our website www.balderstonchiropractic.com, calling the office and requesting that a revised copy be sent to you in the mail or asking for one at the time of your next appointment.

A. Uses and Disclosures of Protected Health Information

By applying to be treated in our office, you are implying consent to the use and disclosure of your protected health information by your doctor, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you. Your protected health information may also be used and disclosed to bill for your health care and to support the operation of the practice.

Uses and Disclosures of Protected Health Information Based Upon Your Implied Consent

Following are examples of the types of uses and disclosures of your protected health care information we will make, based on this implied consent. These examples are not meant to be exhaustive but to describe the types of uses and disclosures that may be made by our office.

- **Treatment:** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party that has already obtained your permission to have access to your protected health information. For example, we would disclose your protected health information, as necessary, to another physician who may be treating you. Your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your doctor, becomes involved in your care by providing assistance with your health care diagnosis or treatment.

- **Payment:** Your protected health information will be used, as needed, to obtain payment for your health care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you such as making a determination of eligibility or coverage for insurance benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities. For example, obtaining approval for chiropractic spinal adjustments may require that your relevant protected health information be disclosed to the health plan to obtain approval for those services.
- **Healthcare Operations:** We may use or disclose, as needed, your protected health information in order to support the business activities of this office. These activities may include, but are not limited to, quality assessment activities, employee review activities and training of chiropractic students.

For example, we may disclose your protected health information to chiropractic interns or preceptors that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your doctor. Communications between you and the doctor or his assistants may be recorded to assist us in accurately capturing your responses; we may also call you by name in the reception area when your doctor is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We "Do - Do Not" have open therapy/adjusting areas.

We will share your protected health information with third party "business associates" that perform various activities (e.g., billing, transcription services for the practice). Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract with that business associate that contains terms that will protect the privacy of your protected health information.

We may use or disclose your protected health information, as necessary, to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also use and disclose your protected health information for other internal marketing activities. For example, your name and address may be used to send you a newsletter about our practice and the services we offer, we will ask for your authorization. We may also send you information about products or services that we believe may be beneficial to you. You may contact our Privacy Officer to request that these materials not be sent to you.

Uses and Disclosures of Protected Health Information That May Be Made Only With Your Written Authorization

Other uses and disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below.

- *disclosures of psychotherapy notes*
- *uses and disclosures of Protected Health Information for marketing purposes;*
- *disclosures that constitute a sale of Protected Health Information;*



- *Other uses and disclosures not described in the Notice of Privacy Practices will be made only with authorization from the individual.*

You may revoke any of these authorizations, at any time, in writing, except to the extent that your doctor or the practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Other Permitted and Required Uses and Disclosures That May Be Made With Your Authorization or Opportunity to Object

In the following instance where we may use and disclose your protected health information, you have the opportunity to agree or object to the use or disclosure of all or part of your protected health information. If you are not present or able to agree or object to the use or disclosure of the protected health information, then your doctor may, using professional judgment, determine whether the disclosure is in your best interest. In this case, only the protected health information that is relevant to your health care will be disclosed.

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

Other Permitted and Required Uses and, Disclosures That May Be Made Without Your Consent, Authorization or Opportunity to Object

We may use or disclose your protected health information in the following situations without your consent or authorization. These situations include:

- **Required By Law:** We may use or disclose your protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.
- **Public Health:** We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.
- **Communicable Diseases:** We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.
- **Health Oversight:** We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.
- **Abuse or Neglect:** We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.
- **Legal Proceedings:** We may disclose protected health information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.
- **Law Enforcement:** We may also disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal process and otherwise required by law, (2) limited information requests for identification and location purposes, (3) pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs on the premises of the Practice, and (6) medical emergency (not on the Practice's premises) and it is likely that a crime has occurred.
- **Workers' Compensation:** We may disclose your protected health information, as authorized, to comply with workers' compensation laws and other similar legally-established programs.
- **Required Uses and Disclosures:** Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500 et. seq.

B. Your Rights

Following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

- **You have the right to inspect and copy your protected health information.** This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. A "designated record set" contains medical and billing records and any other records that your doctor and the Practice uses for making decisions about you.

Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewed. In some circumstances, you may have a right to have this decision reviewed. Please contact our Privacy Officer, if you have questions about access to your medical record.

- **You have the right to request a restriction of your protected health information.** This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. *You have the right to restrict certain disclosures of Protected Health Information to a health plan when you pay out of pocket in full for the healthcare delivered by our office.* You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must be in writing and state the specific restriction requested and to whom you want the restriction to apply. *You may opt out of fundraising communications in which our office participates.*



Your provider is not required to agree to a restriction that you may request. If the doctor believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. If your doctor does agree to the requested restriction, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment. With this in mind, please discuss any restriction you wish to request with your doctor.

You may request a restriction by presenting your request, in writing to the staff member identified as "Privacy Officer" at the top of this form. The Privacy Officer will provide you with "Restriction of Consent" form. Complete the form, sign it, and ask that the staff provide you with a photocopy of your request initialed by them. This copy will serve as your receipt.

- **You have the right to request to receive confidential communications from us by alternative means or at an alternative location.** We will accommodate reasonable requests. We may also condition this accommodation by asking you for information as to how payment will be handled or specification of an alternative address or other method of contact. We will not request an explanation from you as to the basis for the request. Please make this request in writing.
- **You may have the right to have your doctor amend your protected health information.** This means you may request an amendment of protected health information about you in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Please contact our Privacy Officer if you have questions about amending your medical record.
- **You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information.** This right applies to disclosures for purposes other than treatment, payment or healthcare operations as described in this Notice of Privacy practices. It excludes disclosures we may have made to you, to family members or friends involved in your care, pursuant to a duly executed authorization or for notification purposes. You have the right to receive specific information regarding these disclosures that occurred after April 14, 2003. The right to receive this information is subject to certain exceptions, restrictions and limits.
- **You have the right to be notified by our office of any breach of privacy of your Protected Health Information.**

You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice electronically.

C. Complaints

You may complain to us, or the Secretary of Health and Human Services, if you believe your privacy rights have been violated by us. *To file a complaint you may go to:* <http://www.hhs.gov/ocr/privacy/hipaa/complaints/hipcomplaintform.pdf>

Or our office can provide you with a written form in which to file your complaint. You may also file a complaint with us by notifying our Privacy Officer of your complaint. We will not retaliate against you for filing a complaint.

You may contact any staff member at the following phone number 913-268-8300 or our website, at www.gocuris.com/shawnee-kansas for further information about the complaint process.

This notice was published and becomes effective on September 5, 2023.

YOU HAVE THE RIGHT TO RECEIVE A "GOOD FAITH ESTIMATE" EXPLAINING HOW MUCH YOUR MEDICAL CARE WILL COST

Under the law, health care providers need to give patients who do not have insurance, or who are not using insurance, an estimate of the bill for medical items and services.

- You have the right to receive a Good Faith Estimate for the total expected cost of any non-emergency items or services. This includes related costs like medical tests, prescription drugs, equipment, and hospital fees.
- Make sure your health care provider gives you a Good Faith Estimate in writing at least 1 business day before your medical service or item. You can also ask your health care provider, and any other provider you choose, for a Good Faith Estimate before you schedule an item or service.
- If you receive a bill that is at least \$400 more than your Good Faith Estimate, you can dispute the bill.
- Make sure to save a copy or picture of your Good Faith Estimate.

For questions or more information about your right to a Good Faith Estimate, visit www.cms.gov/nosurprises.