PATIENT INFORMATION

Name: _____ Date: _____

Address: _____
Street Address/P.O. Box *City* *State* *Zip*

Home Phone #: _____ Work Phone #: _____ E-mail Address: _____

❒ Male ❒ Female Date of Birth: ____/____/____ Age:_____ Height: _____ Weight: _____ SSN: _____

Marital Status: ❒ *Single* ❒ *Married* ❒ *Divorced* ❒ *Widowed* ❒ *Separated* ❒ *Children: # of* _____

Education: *# of years completed:* _____ ❒ *Full-time student* ❒ *Part-time student* ❒ *Non-student*

Exercise Habits: ❒ *Aerobic: Frequency* _____*/week Type:*_____ ❒ *Other: Frequency* _____*/week Type:*_____

Dominant Hand: ❒ *Left* ❒ *Right* Corrective glasses/contacts: ❒ *Yes* ❒ *No* Implants/Devices: ❒ *Yes* ❒ *No*

Employed: ❒ *Full-time* ❒ *Part-time* ❒ *Retired*
Work Status: ❒ *Working without restrictions* ❒ *Working with restrictions, please list:* _____ ❒ *Not working/off work since*_____

Employer:_____ Occupation/Job Title:_____

Job Description: _____ Years Employed: _____

Work Requirements:❒ *Bend* ❒ *Stoop* ❒ *Stand* ❒ *Walk* ❒ *Climb* ❒ *Sit* ❒ *Crawl* ❒ *Reach* ❒ *Push* ❒ *Pull* ❒ *Kneel*
❒ *Computer Work* ❒ *Phone Work* ❒ *Fine hand skills* Lifting requirement: Max _____ lbs Repetitive_____ lbs

Address:_____
Street Address/P.O. Box *City* *State* *Zip*

Date of injury, surgery, or onset of symptoms:_____
What type of injury are we seeing you for?
❒ *Auto* ❒ *Sports Injury* ❒ *No specific trauma*
❒ *Work* ❒ *Slip & Fall* ❒ *Other*

Emergency Contact, not living with you:
Name:_____Relationship_____
Address _____
Phone #: Cell #:

	Please provide the following information:	***For Office Use Only***	
✓	Copy of your Driver's License or Identification Card		
✓	Copy of the Accident Report		
✓	Copy of the Exchange of Information Form		
✓	Copy of your Auto Insurance Card		
✓	Signed Doctor's Lien (Pages 11, 12 ***and*** 13)		

✓ **PATIENT'S AUTO INSURANCE INFORMATION**

Insurance Company: _____ Claim #: _____ Name of Insured_____

Adjuster's Name: _____ Adjuster's Phone #:_____ Med-Pay Balance $ _____

✓ **AT FAULT PARTY'S INSURANCE INFORMATION**

Insurance Company: _____ Claim #: _____ Name of Insured_____

Adjuster's Name: _____ Adjuster's Phone #:_____ Liability Limits $ _____

✓ **PATIENT'S HEALTH INSURANCE INFORMATION**

Insurance Company: _____ Group/Policy #:_____

✓ **ATTORNEY INFORMATION**

Name of Attorney: _____ Date attorney was retained:_____

Phone #: _____ Fax #: _____

PATIENT PAIN PROFILE

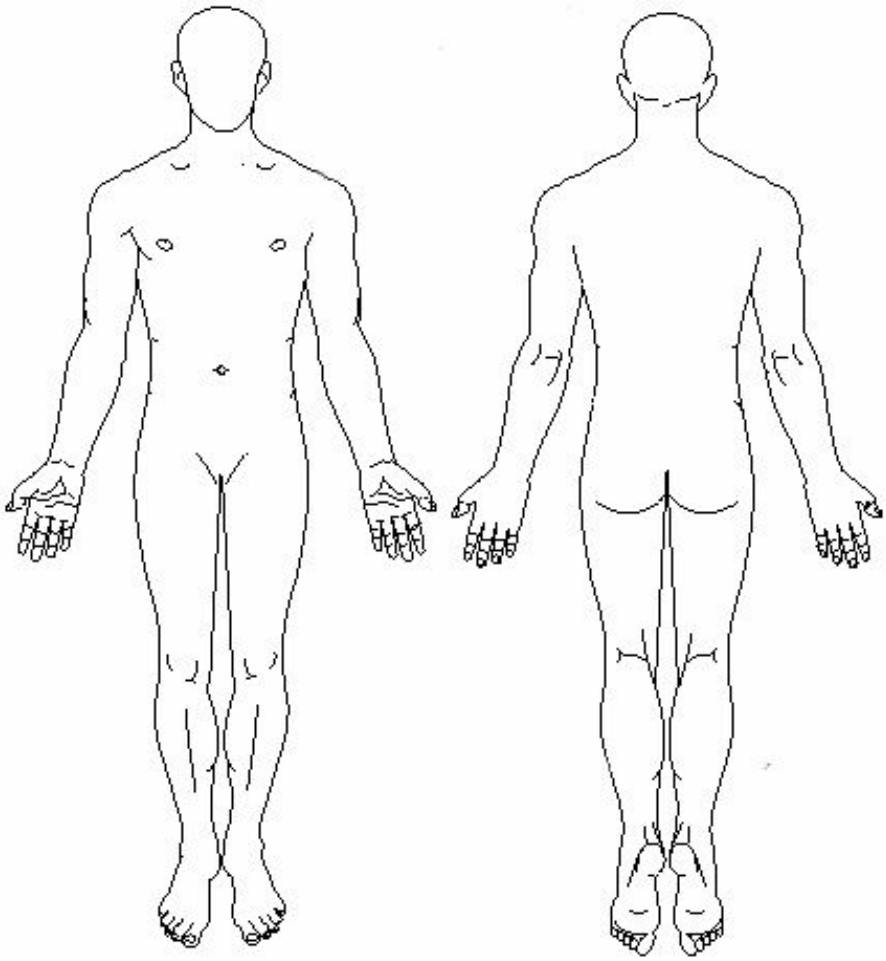
Patient Name: _____ **Date:** _____

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

KEY

A = ACHE N = NUMBNESS P = PINS & NEEDLES B = BURNING S = STABBING

O = OTHER (Please describe):_____



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

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

Average day: _____/10 Good day: _____/10 Bad day: _____/10 Today: _____/10

Rate the level of functional deficit you experience due to your pain. *A rating of 10/10 would indicate severe disability where you are bedridden or should be in the emergency room.* _____/10

Complete the following chart to assess your present symptoms, which resulted from your injuries:

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

FUNCTIONAL RATING INDEX – FOR USE WITH NECK AND/OR BACK PROBLEMS ONLY

Patient Name: _____ **Date**: _____

*In order to properly assess your condition, we must understand how much **your neck and/or back problems** have affected your ability to manage everyday activities.*
*For each item below, **please mark the number that most closely describes your condition right now.***

SECTION 1 - *Pain Intensity*
⓪ No pain
① Mild pain
② Moderate pain
③ Severe pain
④ Worst possible pain

SECTION 2 - *Sleeping*
⓪ Perfect sleep
① Mildly disturbed sleep
② Moderately disturbed sleep
③ Greatly disturbed sleep
④ Totally disturbed sleep

SECTION 3 - *Personal Care (washing, dressing, etc.)*
⓪ No pain; no restrictions
① Mild pain; no restrictions
② Moderate pain; need to go slowly
③ Moderate pain; need some assistance
④ Severe pain; need 100% assistance

SECTION 4 - *Travel (driving, etc.)*
⓪ No pain on long trips
① Mild pain on long trips
② Moderate pain on long trips
③ Moderate pain on short trips
④ Severe pain on short trips

SECTION 5 - *Work*
⓪ Can do usual work plus unlimited extra work
① Can do usual work; no extra work
② Can do 50% of usual work
③ Can do 25% of usual work
④ Cannot work

SECTION 6 - *Recreation*
⓪ Can do activities
① Can do most activities
② Can do some activities
③ Can do a few activities
④ Cannot do any activities

SECTION 7 – *Frequency of Pain*
⓪ No pain
① Occasional pain; 25% of the day
② Intermittent pain; 50% of the day
③ Frequent pain; 75% of the day
④ Constant pain; 100% of the day

SECTION 8 - *Lifting*
⓪ No pain with heavy weight
① Increased pain with heavy weight
② Increased pain with moderate weight
③ Increased pain with light weight
④ Increased pain with any weight

SECTION 9 - *Walking*
⓪ No pain; any distance
① Increased pain after 1 mile
② Increased pain after ½ mile
③ Increased pain after ¼ mile
④ Increased pain with all walking

SECTION 10 - *Standing*
⓪ No pain after several hours
① Increased pain after several hours
② Increased pain after 1 hour
③ Increased pain after ½ hour
④ Increased pain with any standing

Score

Patient Name: _____ **Date**: _____

Please mark "x" all symptoms that apply:

SYMPTOM LIST	*Symptoms **RELATED** to auto accident/trauma*	*Symptoms **PRIOR** to auto accident/trauma*
Headache		
Dizziness		
Tinnitus (ear ringing)		
Visual changes		
Memory problems		
Poor concentration		
Irritability		
Balance problems		
Loss of coordination		
Excessive perspiration		
Cold feet/hands		
Trouble sleeping/insomnia		
Tension		
Pain behind eyes		
Palpitation		
Nervousness/anxiety		
Fatigue		
Sinus trouble		
Pain/difficulty swallowing		
Jaw pain		
Neck pain/soreness/stiffness		
Radiating arm or leg pain		
Shoulder pain/soreness/stiffness		
Arm pain/numbness/tingling		
Wrist/hand/finger pain/numbness		
Tingling/weakness in arms/legs		
Upper/mid back pain		
Chest wall pain (rib)		
Low back pain/soreness/stiffness		
Hip pain		
Leg pain/numbness/tingling		
Knee pain		
Ankle/foot pain		
Shortness of breath		
Fainting		
Stomach digestive problems		
Head seems heavy		
Menstrual cycle changes		
Neuritis		
Trouble with bowel or bladder		
Loss of taste or smell		
Nausea/vomiting		
Depression		
Face flushed		
Swelling, where?:		
Increased pain with coughing/sneezing		
Throbbing pain or pain that seems to bore through whole body		

Patient Name: _____ **Date**: _____

REVIEW OF SYSTEMS

CARDIOVASCULAR

Do you currently or in the past have:	*Current*	*Past*	*Never*
Fast or slow heart rate	☐	☐	☐
Extremity swelling	☐	☐	☐
Chest pain	☐	☐	☐
High or low blood pressure	☐	☐	☐
Artery plaque-hardening	☐	☐	☐

RESPIRATORY

Do you currently or in the past have:	*Current*	*Past*	*Never*
Chronic cough	☐	☐	☐
Coughing up blood	☐	☐	☐
Coughing up, other	☐	☐	☐
Pneumonia	☐	☐	☐
Wheezing	☐	☐	☐
Pain with step or walking	☐	☐	☐
Breathing problems	☐	☐	☐
Circulation problems	☐	☐	☐
Arm or hand achiness	☐	☐	☐

GI/GU SYSTEM/SKIN

Do you currently or in the past have:	*Current*	*Past*	*Never*
Constipation	☐	☐	☐
Diarrhea	☐	☐	☐
Frequent gas or belching	☐	☐	☐
Colitis	☐	☐	☐
Polyps	☐	☐	☐
Gallbladder problems	☐	☐	☐
Ulcers	☐	☐	☐
Pain with eating	☐	☐	☐
Bloating	☐	☐	☐
Hemorrhoids	☐	☐	☐
Kidney stones	☐	☐	☐
Menstrual pain or cramps	☐	☐	☐
Urine flow or stop problems	☐	☐	☐
Pain with urination	☐	☐	☐
Bowel movement pain	☐	☐	☐
Lumps in breast	☐	☐	☐
Hot flashes	☐	☐	☐
Skin lesions or bleeding	☐	☐	☐
Changing moles	☐	☐	☐

MEDICATIONS

Please list all currently used drugs (Rx/non-Rx), vitamins & herbs, other meds:

_____
_____
_____
_____
_____
_____
_____
_____
_____

HOSPITALIZATIONS/OPERATIONS

*Please list any & all **hospitalizations/operations**:*

_____
_____
_____
_____
_____
_____
_____

HABITS

Currently or in the past:	*Amount/Day*	*Current*	*Past*	*Never*
Smoking	_____	☐	☐	☐
Alcohol	_____	☐	☐	☐
Street drugs	_____	☐	☐	☐
Marijuana	_____	☐	☐	☐
Coffee or tea	_____	☐	☐	☐

CONSTITUTIONAL

Do you currently or in the past have:	*Current*	*Past*	*Never*
Night sweats	☐	☐	☐
Fevers	☐	☐	☐
Unexplained weight loss	☐	☐	☐
Blood in urine	☐	☐	☐
Blood in stools	☐	☐	☐
Blood in sputum	☐	☐	☐
Bore through pain	☐	☐	☐
Pain that awakens you	☐	☐	☐
Drop attacks	☐	☐	☐
Lip or face numbness	☐	☐	☐
Speech problems	☐	☐	☐
Body chills or convulsions	☐	☐	☐
Serious infections	☐	☐	☐
Diffuse itchiness	☐	☐	☐
Balance or gait issues	☐	☐	☐
Feeling off balance or faint	☐	☐	☐
Nose bleeds	☐	☐	☐
Frequent bruising	☐	☐	☐
Double or altered vision	☐	☐	☐
One-sided weakness	☐	☐	☐

FAMILY HISTORY

Please list the age at diagnosis of each individual's condition, when applicable:

	Self	*Mother*	*Father*	*Sibling*
Breast/brain cancer				
Liver or pancreatic				
Cancer of GI system				
Blood cancer				
Bone cancer				
Other cancer				
Inflammatory				
Other arthritis				
Alcoholism				
Diabetes				
Hyper/hypo thyroid				
Heart disease				
High blood pressure				
Chronic pain				
Kidney disease				
Liver disease				
Spinal operations				
Psychiatric issues				
Headaches				
Migraine				
Vascular disease				
Peripheral vascular				
Clots or occlusions				
Stroke				
Blood disorder				
Bleeding disorder				
Palsy or seizures				
Nerve disorders				

TRAUMA OR PAIN HISTORY

	Never	*Yes, Year*	*Body Area(s)*	*Resolved*	*Persisted*
Auto collisions	☐	☐ _____	_____	☐	☐
		☐ _____	_____	☐	☐
Work injuries	☐	☐ _____	_____	☐	☐
		☐ _____	_____	☐	☐
Other injuries	☐	☐ _____	_____	☐	☐
		☐ _____	_____	☐	☐
Other pain syndromes	☐	☐ _____	_____	☐	☐

If yes, please describe: _____

_____

Patient Name: _____ **Date**: _____

ACCIDENT QUESTIONNAIRE

Date of Accident: _____
Location of Accident: _____

Questions about the accident circumstances

In your own words, please describe the accident: _____
_____
_____
_____
_____
_____

Vehicle you were riding in:
Year _____ Make _____ Model _____
Number of other vehicles involved _____
Vehicle #2
Year _____ Make _____ Model _____
Vehicle #3
Year _____ Make _____ Model _____
Monetary damage to your vehicle: $_____
Monetary damage to other vehicles: $ _____
Speed of vehicles at impact:
Your vehicle: _____ mph
Vehicle #2 _____ mph
Vehicle #3 _____ mph
Were you the driver or passenger?
❒ Driver ❒ Passenger
If passenger, where were you seated?
❒ Passenger's seat
❒ Rear seat, driver's side
❒ Rear seat, passenger's side
Were you wearing a seat belt at the time? ❒ Yes ❒ No
Was your vehicle moving or stopped? ❒ Moving ❒ Stopped
Did your vehicle strike another vehicle? ❒ Yes ❒ No
Did another vehicle strike yours? ❒ Yes ❒ No
Where was your vehicle hit?
❒ In the front
❒ In the rear
❒ On the driver's side
❒ On the passenger's side
Describe the impact: _____
_____
_____
_____
_____
_____
If your vehicle had airbags, did they deploy? ❒ Yes ❒ No
What were the road conditions?
❒ Dry
❒ Wet
❒ Icy
❒ Snow-packed
❒ Other, *describe* _____
How far did your car move after impact?
Car lengths _____
Feet _____

Questions about your circumstances at impact

Did you see the impact? ❒ Yes ❒ No
If yes, did you brace yourself before the impact? ❒ Yes ❒ No
Were you looking in a mirror? ❒ Yes ❒ No
If yes, please describe:_____
Was your body trunk position forward at time of impact?
❒ Yes ❒ No If no, which direction was it turned and by how much:
_____
Was your head pointed straight forward at the time of collision?
❒ Yes ❒ No If no, which direction was it turned and by how much:
_____
Was your ❒ Left foot or ❒ Right foot on the brake? _____
Did you experience any of the following at the time of impact?
Cuts? ❒ Yes ❒ No *If yes, where?* _____
Abrasions? ❒ Yes ❒ No *If yes, where?* _____
Bruises? ❒ Yes ❒ No *If yes, where?* _____
Dislocations? ❒ Yes ❒ No *If yes, where?* _____
Bumps? ❒ Yes ❒ No *If yes, where?* _____
Immediate pain? ❒ Yes ❒ No *If yes, where?* _____
Loss of consciousness? ❒ Yes ❒ No *How long?* _____
Altered consciousness? ❒ Yes ❒ No
Nausea? ❒ Yes ❒ No
Immediate head pain? ❒ Yes ❒ No
Vision problems? ❒ Yes ❒ No
Did you hit your head on the interior of the car?
❒ Yes ❒ No
Did you hit any other body parts on the interior of the car?
❒ Yes ❒ No
Body Part(s) _____ Part of the car _____
Body Part(s) _____ Part of the car _____

Questions about your circumstances after the accident

Were you able to get out of the vehicle and walk on your own?
❒ Yes ❒ No
Was your car drivable from scene of accident? ❒ Yes ❒ No
Did an ambulance come to the scene? ❒ Yes ❒ No
If yes, were to transported?
Where were you taken after the accident?_____
Who was at fault for this accident? _____
Did the police write any tickets? ❒ Yes ❒ No
To whom? _____
Were the police notified? ❒ Yes ❒ No
Cold Report? ❒ Yes ❒ No
If you went to a hospital, did you stay overnight? ❒ Yes ❒ No
How did you feel that night?
❒ Restless ❒ Stiff ❒ Fine
❒ In pain ❒ Sore
How did you feel the next day?
❒ Better ❒ Same ❒ Worse
Have your complaints kept you from doing anything? ❒ Yes ❒ No
What? _____

Patient Name: _____ **Date**: _____

PATIENT HISTORY

Please answer the following questions:

As related to this accident?

- Do you suffer from a loss of memory? ❒ Yes ❒ No
- Do you lose your balance or feel dizzy? ❒ Yes ❒ No
- Have you fainted? ❒ Yes ❒ No
- Have you had any visual disturbances or difficulty? ❒ Yes ❒ No
- Have you had any fatigue? ❒ Yes ❒ No
- Have you had any sleep deprivation? ❒ Yes ❒ No

Do you have a fear of driving since this accident? ❒ Yes ❒ No

Have you lost time from work as a result of this accident?

❒ Yes ❒ No

- Last day worked? _____
- Type of employment? _____
- Are you performing your work under duress? ❒ Yes ❒ No

Have you had loss of enjoyment in life?

- Sports? ❒ Yes ❒ No
- Hobbies? ❒ Yes ❒ No

Are you performing the following duties under duress?

- Domestic? ❒ Yes ❒ No
- Household? ❒ Yes ❒ No

Please LIST and DATE any type of test or treatment you have received:

Name of Hospital: _____

- X-rays: _____
- CT Scan: _____
- MRI: _____
- Other diagnostic test: _____

Name of Urgent Care: _____

- X-rays: _____
- CT Scan: _____
- MRI: _____
- Other diagnostic test: _____

Name of Doctor: _____

- Treatment received: _____
- Referrals prescribed: _____
- Medication prescribed: _____

Name of Doctor: _____

- Treatment received: _____
- Referrals prescribed: _____
- Medication prescribed: _____

Name of Physical Therapy Clinic: _____

- Treatment received: _____

Name of Massage Therapy Clinic: _____

- Treatment received: _____

Name of Rehabilitation Clinic: _____

- Treatment received: _____

Exercise recommended: _____

Bracing/Splints: _____

Spinal manipulation/adjustments: _____

Heat packs: _____

Cold/ice packs: _____

Ultrasound: _____

Electrical muscle stimulation: _____

Other: _____

- Treatment received: _____
- Referrals prescribed: _____
- Medication prescribed: _____

Other: _____

- Treatment received: _____
- Referrals prescribed: _____
- Medication prescribed: _____

Other: _____

- Treatment received: _____
- Referrals prescribed: _____
- Medication prescribed: _____

Other: _____

- Treatment received: _____
- Referrals prescribed: _____
- Medication prescribed: _____

_____

_____

_____

_____

_____

Please list all known Allergies:

Food: _____

_____

_____

Airborne: _____

_____

_____

Medications: _____

_____

_____

CONSENT FORM FOR CHIROPRACTIC TREATMENT

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

Possible risks:

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

Dry needling or acupuncture treatment is generally safe and side effects are rare – less than 1 in 10,000 treatments. Drowsiness occurs after treatment in a small number of patients and, in rare instances, fainting can occur. Minor bleeding or bruising occurs in about 3% of treatments. Discomfort during treatment is normal. THIS OFFICE ONLY USES SINGLE-USE, STERILE, DISPOSABLE NEEDLES.

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

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

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

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

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

_____	_____	_____
Patient/Authorized Representative Signature	*Relationship to Patient*	*Date*

Practitioner Statement:

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

_____	_____	_____
Practitioner Signature	*Practitioner Printed Name*	*Date*

FINANCIAL POLICY

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

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

AUTO/PERSONAL INJURY INSURANCE (PIP, Med-Pay, 3rd Party, Lien): You will be required to complete specific forms pertaining to your situation. If this information is not provided within a reasonable amount of time, you will be responsible for payment in full. If we are required to send your account to collections, the balance due on that date will be doubled and interest at the rate of 1.5% per month will also be added to the balance due, plus collection fees and reasonable attorney fees. If you have scheduled an appointment and do not cancel 24 hours prior to your appointment, you will be charged a $50.00 no show fee. ***Auto insurance/personal injury claims will not be billed under a general health or contracted insurance plan***.

WORKER'S COMPENSATION: You will be required to complete specific forms pertaining to your situation. If this information is not provided within a reasonable amount of time, you will be responsible for payment in full.

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

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

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

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

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

_____ _____

Patient's Signature (Responsible party over 18 years old) *Date*

MISSED APPOINTMENT POLICY*

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

Chiropractic/Physical Therapy/Massage Therapy

For each chiropractic, physical therapy and/or massage therapy appointment you miss and do not call at least 24 hours prior to your scheduled appointment time, you will be charged $50 per date of service, per treatment discipline. For example, if you miss a scheduled visit for chiropractic care, physical therapy and massage therapy on the same day and do not call at least 24 hours in advance, you will be charged $150 in missed appointment fees. ***If you miss a fourth appointment date without calling at least 24 hours prior, you will be discharged from treatment in our office.***

Massage Therapy

If you miss a second massage therapy appointment and do not call at least 24 hours prior to your scheduled appointment time, ***all future massage therapy appointments will be canceled, and you will not be allowed to reschedule massage therapy in our office.***

These charges are the patient's responsibility to pay. Should you have any questions about this policy, please discuss them with your therapist or doctor.

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

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

_____ _____

Patient's Signature (Responsible party over 18 years old) *Date*

DOCTOR'S LIEN

Patient Name: _____

Facility: *Alliance Health Partners*
3920 N Union Blvd Suite 160
Colorado Springs, CO 80907
Phone: (719) 632-4754
Fax: (719) 471-3734
E-mail: info@ahpchiro.com

Re: Authorization for Release of Records and Doctor's Lien, Assignment, and Direction to my Attorney

I hereby authorize *Alliance Health Partners* to furnish you, my attorney, with a full report and records regarding case history, examination, diagnosis, treatment, and prognosis with regard to treatment related to my accident, which occurred on _____.

I hereby give a lien and assignment to *Alliance Health Partners* on the proceeds or any settlement, claim, judgment, or verdict which results from said accident and hereby authorize, direct, and instruct you, my attorney, to pay directly to *Alliance Health Partners* such sums as may be due and owing for service rendered me, and to withhold such sums from such settlement, claim, judgment, or verdict as may be necessary to protect *Alliance Health Partners* adequately and such sums as may be necessary to fully and completely pay *Alliance Health Partners* any outstanding balance owed at the time of distribution of funds from an settlement, claim, judgment, or verdict.

If *Alliance Health Partners* is required to send your account to collections the balance due on that date will be doubled and interest at the rate of 1.5% per month will also be added to the balance due, plus collection fees and reasonable attorney fees. If you have scheduled an appointment and do not cancel 24 hours prior to your appointment, you will be charged a $50.00 no show fee.

I fully understand that I am directly and fully responsible to *Alliance Health Partners* for all bills submitted by *Alliance Health Partners* for services rendered to me, and that this agreement is made solely of *Alliance Health Partners* additional protection and in consideration of said doctors awaiting payment. I further understand that such payment is not contingent on any settlement, claim, judgment, or verdict.

To My Attorney: I direct that you be bound by this lien an treat it, irrevocably, as an assignment to *Alliance Health Partners* of any sums that may be due to me, to the extent and according to the terms set forth above. Be advised that *Alliance Health Partners* is relying upon this lien, assignment, and directive to you, and as a result of such reliance, at my request, is providing health care and treatment for which this lien, assignment, and directive to you provides security for payment. Moreover, it is my intention that *Alliance Health Partners* be viewed as a third party beneficiary of this direction to you, and I intend thereby to impose upon you an obligation to *Alliance Health Partners* to comply with the terms of this direction to you.

_____ _____
Patient's Signature *Date*

DOCTOR'S LIEN

Patient Name: _____

Facility: *Optima Rehabilitation*
3920 N Union Blvd Suite 160
Colorado Springs, CO 80907
Phone: (719) 632-4754 or (719) 471-4221
Fax: (719) 471-3734
E-mail: pt@optimarehab.com

Re: Authorization for Release of Records and Doctor's Lien, Assignment, and Direction to my Attorney

I hereby authorize *Optima Rehabilitation* to furnish you, my attorney, with a full report and records regarding case history, examination, diagnosis, treatment, and prognosis with regard to treatment related to my accident, which occurred on _____.

I hereby give a lien and assignment to *Optima Rehabilitation* on the proceeds or any settlement, claim, judgment, or verdict which results from said accident and hereby authorize, direct, and instruct you, my attorney, to pay directly to *Optima Rehabilitation* such sums as may be due and owing for service rendered me, and to withhold such sums from such settlement, claim, judgment, or verdict as may be necessary to protect *Optima Rehabilitation* adequately and such sums as may be necessary to fully and completely pay *Optima Rehabilitation* any outstanding balance owed at the time of distribution of funds from an settlement, claim, judgment, or verdict.

If *Optima Rehabilitation* is required to send your account to collections the balance due on that date will be doubled and interest at the rate of 1.5% per month will also be added to the balance due, plus collection fees and reasonable attorney fees. If you have scheduled an appointment and do not cancel 24 hours prior to your appointment, you will be charged a $50.00 no show fee.

I fully understand that I am directly and fully responsible to *Optima Rehabilitation* for all bills submitted by *Optima Rehabilitation* for services rendered to me, and that this agreement is made solely of *Optima Rehabilitation* additional protection and in consideration of said doctors awaiting payment. I further understand that such payment is not contingent on any settlement, claim, judgment, or verdict.

To My Attorney: I direct that you be bound by this lien an treat it, irrevocably, as an assignment to *Optima Rehabilitation* of any sums that may be due to me, to the extent and according to the terms set forth above. Be advised that *Optima Rehabilitation* is relying upon this lien, assignment, and directive to you, and as a result of such reliance, at my request, is providing health care and treatment for which this lien, assignment, and directive to you provides security for payment. Moreover, it is my intention that *Optima Rehabilitation* be viewed as a third party beneficiary of this direction to you, and I intend thereby to impose upon you an obligation to *Optima Rehabilitation* to comply with the terms of this direction to you.

_____ _____
Patient's Signature *Date*

DOCTOR'S LIEN

Patient Name: _____

Facility: *Colorado Springs Massage*
3920 N Union Blvd Suite 160
Colorado Springs, CO 80907
Phone: (719) 632-4754
Fax: (719) 471-3734
E-mail: info@ahpchiro.com

Re: Authorization for Release of Records and Doctor's Lien, Assignment, and Direction to my Attorney

I hereby authorize *Colorado Springs Massage* to furnish you, my attorney, with a full report and records regarding case history, examination, diagnosis, treatment, and prognosis with regard to treatment related to my accident, which occurred on _____.

I hereby give a lien and assignment to *Colorado Springs Massage* on the proceeds or any settlement, claim, judgment, or verdict which results from said accident and hereby authorize, direct, and instruct you, my attorney, to pay directly to *Colorado Springs Massage* such sums as may be due and owing for service rendered me, and to withhold such sums from such settlement, claim, judgment, or verdict as may be necessary to protect *Colorado Springs Massage* adequately and such sums as may be necessary to fully and completely pay *Colorado Springs Massage* any outstanding balance owed at the time of distribution of funds from an settlement, claim, judgment, or verdict.

If *Colorado Springs Massage* is required to send your account to collections the balance due on that date will be doubled and interest at the rate of 1.5% per month will also be added to the balance due, plus collection fees and reasonable attorney fees. If you have scheduled an appointment and do not cancel 24 hours prior to your appointment, you will be charged a $50.00 no show fee.

I fully understand that I am directly and fully responsible to *Colorado Springs Massage* for all bills submitted by *Colorado Springs Massage* for services rendered to me, and that this agreement is made solely of *Colorado Springs Massage* additional protection and in consideration of said doctors awaiting payment. I further understand that such payment is not contingent on any settlement, claim, judgment, or verdict.

To My Attorney: I direct that you be bound by this lien an treat it, irrevocably, as an assignment to *Colorado Springs Massage* of any sums that may be due to me, to the extent and according to the terms set forth above. Be advised that *Colorado Springs Massage* is relying upon this lien, assignment, and directive to you, and as a result of such reliance, at my request, is providing health care and treatment for which this lien, assignment, and directive to you provides security for payment. Moreover, it is my intention that *Colorado Springs Massage* be viewed as a third party beneficiary of this direction to you, and I intend thereby to impose upon you an obligation to *Colorado Springs Massage* to comply with the terms of this direction to you.

_____ _____
Patient's Signature *Date*

NOTICE TO INSURANCE COMPANY ASSIGNMENT

PLEASE SIGN, DATE AND ADDRESS AT THE "X" ONLY

Patient Name: _____

Pay to: *Alliance Health Partners*
3920 N Union Blvd Suite 160
Colorado Springs, CO 80907
Phone: (719) 632-4754
Fax: (719) 471-3734
E-mail: info@ahpchiro.com

You are instructed to pay directly to the doctor/therapist at the doctor's/therapist's office, for all professional services rendered to me. This instruction to you is an assignment of my rights under medical coverage to the extent of this bill. Any sum of money paid under this assignment shall be credited to my account, and I shall be personally liable for any unpaid balance to the doctor/therapist. Also I am personally liable for any unpaid accounts for hospital diagnostic, and consultant services.

In the event you should make payment directly to me, I agree that I will become personally liable for all charges submitted to you for payment, including all costs, attorney fees and collections fees.

I hereby authorize the doctor/therapist listed above to furnish you the information and evidence in the doctor's possession regarding my history and physical condition.

Signature: **X** _____

Date: _____

Address: _____

_____

Witness: _____

NOTICE TO INSURANCE COMPANY ASSIGNMENT

PLEASE SIGN, DATE AND ADDRESS AT THE "X" ONLY

Patient Name: _____

Pay to: *Optima Rehabilitation*
3920 N Union Blvd Suite 160
Colorado Springs, CO 80907
Phone: (719) 471-4221
Fax: (719) 471-3734
E-mail: pt@optimarehab.com

You are instructed to pay directly to the doctor/therapist at the doctor's/therapist's office, for all professional services rendered to me. This instruction to you is an assignment of my rights under medical coverage to the extent of this bill. Any sum of money paid under this assignment shall be credited to my account, and I shall be personally liable for any unpaid balance to the doctor/therapist. Also I am personally liable for any unpaid accounts for hospital diagnostic, and consultant services.

In the event you should make payment directly to me, I agree that I will become personally liable for all charges submitted to you for payment, including all costs, attorney fees and collections fees.

I hereby authorize the doctor/therapist listed above to furnish you the information and evidence in the doctor's possession regarding my history and physical condition.

Signature: **X** _____

Date: _____

Address: _____

_____

Witness: _____

NOTICE TO INSURANCE COMPANY ASSIGNMENT

PLEASE SIGN, DATE AND ADDRESS AT THE "X" ONLY

Patient Name: _____

Pay to: *Colorado Springs Massage*
3920 N Union Blvd Suite 160
Colorado Springs, CO 80907
Phone: (719) 632-4754
Fax: (719) 471-3734
E-mail: info@ahpchiro.com

You are instructed to pay directly to the doctor/therapist at the doctor's/therapist's office, for all professional services rendered to me. This instruction to you is an assignment of my rights under medical coverage to the extent of this bill. Any sum of money paid under this assignment shall be credited to my account, and I shall be personally liable for any unpaid balance to the doctor/therapist. Also I am personally liable for any unpaid accounts for hospital diagnostic, and consultant services.

In the event you should make payment directly to me, I agree that I will become personally liable for all charges submitted to you for payment, including all costs, attorney fees and collections fees.

I hereby authorize the doctor/therapist listed above to furnish you the information and evidence in the doctor's possession regarding my history and physical condition.

Signature: **X** _____

Date: _____

Address: _____

_____

Witness: _____

PATIENT CONSENT FORM

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

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

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

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

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

Date: _____

Patient Name (print): _____

Relationship to patient: _____

Signature: _____

PATIENT AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTHCARE INFORMATION FOR A SPECIAL PURPOSE

1. Individual Patient (or personal representative) Confirming the Authorization

I give authorization to use or disclose certain protected health information (PHI) about me as described below.
This authorization permits the use and/or disclosure of specific individually identifiable health information about me.

Patient's Legal Name (print): _____ **Date of Birth:* _____
Patient's Previous Name: _____ *Social Security #:* _____
Address: _____ *Phone Number:* _____
City, State, Zip _____

2. People or Organizations Authorized to Use and Disclose

*Physician or facility to **provide** records:* _____
Address: _____ *City, State, Zip:* _____

3. People or Organizations Permitted to Use and Receive

*Person to **receive** records:* _____
Address: _____ *City, State, Zip:* _____

4. Protected Health Information To Be Used And Or Disclosed

Describe in detail the protected health information you are authorizing to be used and or disclosed:

_____

_____

☐ *Laboratory tests and other diagnostic reports* ☐ *All medical records at this facility*

5. Purposes of the Requested Uses and/or Disclosures

The information will be used or disclosed for the following purposes: (at my request) _____

_____

The purpose(s) is/are provided so that I can make an informed decision whether to allow release of the information. When my information is used or disclosed pursuant to this authorization, it may be subject to redisclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule.

6. Ending this Authorization - Select ONE of the Following:

☐ *This authorization will expire on (Month/Day/Year)* _____ .
☐ *This authorization will end when the following event happens. The event must be related to the individual or the purpose of the authorization us and /or disclosure. Please describe the event:* _____

7. Changing your mind about this Authorization

I understand that I may revoke this authorization at any time by giving written notice to the Privacy Officer listed below. However, I understand that I may not revoke this authorization for any actions taken before receipt of my written notice to revoke this authorization. In addition, I understand that if I am giving this authorization as a condition of obtaining insurance coverage, and I revoke this authorization, the insurance company has a right to contest my claims under the insurance policy.
Alliance Health Partners/Optima Rehabilitation/Colorado Springs Massage, 3920 N Union Blvd Ste 160, Colorado Springs CO 80907

8. Signing this Authorization is not a Condition of Treatment

I understand that under most circumstances a healthcare provider may not condition treatment, payment, enrollment, or eligibility for benefits on my signing this authorization.

9. Signature

I have had the chance to read and think about the contents of this authorization form and I agree with all statements made in this authorization. I understand that, by signing this form, I am confirming my authorization for use and/or disclosure of the protected health information described in this form with the people and/or organizations listed in this form.

Patient Name (print): _____

Signature: _____ *Date (Month/Day/Year):* _____

If a personal representative for the individual patient signs this authorization, complete the following:

Representative's Name (print): _____ *Relationship to the Individual Patient:* _____
Signature: _____ *Date (Month/Day/Year):* _____