Fletcher Chiropractic - Confidential Patient Information

Last, First Name	DOB	Age	Sex	Marital Status

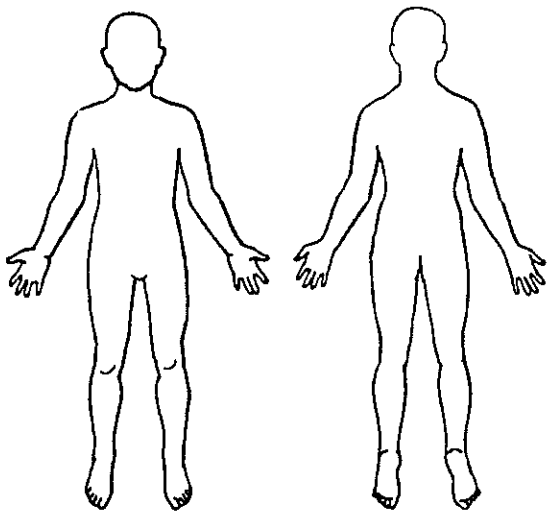
Address	City	State	Zip Code

( ) Home phone	( ) Cell Phone	E-mail Address

Social Sec#	Occupation	Company Name/Location	Phone#

Guardian/Spouse's name	Guardian/spouse's DOB	Guardian/spouse's SS#	Guardian/spouse's employer

On the diagram to the right mark with an X where you are experiencing symptoms.



Your present complaint(s) _____

_____

_____

_____

_____

_____

Who referred you to/ how did you hear about our office?

_____

Will this be a part of a claim for: Car Accident (PI)_____ or Worker's Comp Claim _____?

Emergency Contact: _____ **Relationship:** _____ **Phone: (___)**_____

List other doctor(s) seen for this condition _____

Have you ever had chiropractic care? Yes_____ No_____ Date of last adjustment_____

Have you ever had massage therapy? Yes_____ No_____ Date of last massage_____

List any operations you've had and the dates: _____

Have you been treated by a physician for any health conditions in the last year? Yes_____ No_____

Describe condition _____ **Date of last physical exam** _____

Are you now taking any medication? Yes_____ No_____ List: _____

Are you pregnant? Yes_____ No_____ Date of last menstrual period _____

Do you have insurance? Yes_____ No_____ Company _____

Primary Care Physician_____ **Location**_____

I understand and agree that health and accident insurance policies are an arrangement between an insurance carrier and me. Furthermore, I understand that this office will prepare any necessary reports and forms to assist me in collection from the insurance company and that any amount authorized to be paid directly to this office will be credited to my account upon receipt. I permit this office to endorse co-issued remittances for the conveyance of credit to my account. However, I clearly understand and agree that all services rendered to me are charged directly to me and that I am personally responsible for payment. It is my understanding that my credit may be checked if Fletcher Chiropractic extends credit to me and I also understand that if I suspend or terminate my care and treatment, any fees for professional services rendered to me will be immediately due and payable unless prior arrangements are made. I hereby authorize the doctors at Fletcher Chiropractic and whomever they may designate as their assistants to administer treatment as they so deem necessary. I certify that the above information is true and correct.

Patient's (Guardian's) Signature _____

The following is an explanation of our office policies. We believe that a clear understanding will allow us both to concentrate on the most important issues; regaining and maintaining your health. We will be happy to answer any questions you may have regarding our policies, your account or insurance coverage.

Complimentary Consultation

Fletcher Chiropractic will conduct a special "no charge" consultation, or brief conference, with anyone interested in finding out if chiropractic can help them with their individual health problem. There is no charge or obligation in connection with this appointment.

Patient Payment Policy

We feel that patient's health needs are paramount. Therefore, the following Patient Care Services policy is an attempt to allow you, the patient, to receive the care you need and clear your balance with the least amount of difficulty.

Patient Care Services

Payment in full for all services is due at the time of service unless other arrangements have been made. Payment arrangements may be made with the office and payments must be made no less than every 30 days. Please understand that all services rendered to you are charged directly to you and you are responsible for payment, regardless of your insurance coverage. Properly documented Worker's Compensation and Personal Injury claims are not required to pay at the time of service if appropriate insurance information is provided during your first visit to the office staff. You are still 100% responsible for payment on Worker's Compensation and Personal Injury claims should your benefits be maxed or should your insurance not pay.

Our Policy on Health Insurance

Many insurance policies cover chiropractic care. We will be happy to file your insurance claim for you and do everything we can to ensure you receive reimbursement. However, we cannot take responsibility for what your health insurance will or will not cover. It is important that you understand that health and accident insurance policies are an arrangement between an insurance carrier and you, the patient, their insured. Of course, Fletcher Chiropractic will prepare any necessary reports and forms to assist you in collecting from your insurance company. Furthermore, any amount authorized to be paid directly to Fletcher Chiropractic will be credited to your account upon receipt.

Identification Policy

Fletcher Chiropractic requires a copy of photo identification (ex: driver's license, passport, student ID) be on file in order to receive care.

Questions and Answers

Your questions about any aspect of your care or account are invited. Please feel free to ask the doctor or any available staff member. We will make every effort to answer and address your concerns.

I have read the Fletcher Chiropractic clinic policies and agree to honor them:

Print:	**Sign:**
Date:	

Fletcher Chiropractic - Notice of likelihood of insurance denial of benefits

I understand that my insurance company may deny payment for the service provided to you for the following reasons:

That the particular service is not reasonable and/or necessary under my insurance company's standards or considered experimental.

For this reason, please read and sign the following statement:

"I have been informed by my physician that he/she believes that, my particular case, my insurance may deny payment for the services identified above, for the reasons stated. If my insurance denies payment I agree to be personally responsible for payment of said services."

Print:	**Sign:**
Date:	

ASSUMPTION OF FINANCIAL RESPONSIBILITY

****Explanation of benefits disclaimer****

I, the undersigned patient, completely understand that Fletcher Chiropractic provides insurance billing and insurance benefit verification as a courtesy to their patients. I understand that the service Fletcher Chiropractic provides for verification of insurance coverage is in no way a promise of payment by my insurance company. If my insurance company denies my claim(s) for any reason, or misquotes my benefits to Fletcher Chiropractic, the balance of my account will be billed to me and due to the clinic.

It is the policy of Fletcher Chiropractic to never enter into a dispute with your insurance company for any reason.

I, the undersigned patient, completely understand the insurance services provided to me regarding my insurance coverage as stated above. I understand that my signature below serves as a "signature on file" to bill the above insurance company and allows this clinic to accept assignment of insurance benefits. I understand the above "Benefits Disclaimer" and my financial responsibilities to any services rendered by this clinic. I understand that Fletcher Chiropractic, PS may have a contract with my insurance company that allows only co-pays to be collected at time of service. By signing this form, I am agreeing to pay any co-pay, deductible and coinsurance at time of service. This may offer a reduced fee for paying at the time of service rendered.

Print:	**Sign:**
Date:	

Fletcher Chiropractic Center keeps a record of the health care services we provide you. You may ask to see and copy that record. You may also ask to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about it by contacting Fletcher Chiropractic.

Our **Notice of Privacy Practices** describes in more detail how your health information may be used and disclosed, and how you can access your information.

You may refuse to sign this acknowledgement
By my signature below I acknowledgement receipt of the Notice of Privacy Practices

_____

Patient or legally authorized individual signature Date Time

_____

Printed name if signed on behalf of patient Relationship

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communication barriers prohibited obtaining acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify) _____

Additional Disclosure Authority

In addition to the allowable disclosures describe in the "Notice of Privacy Practices", I hereby specifically authorize disclosure of my protected health care information to the person indicated below.

Any member of my immediate family: Yes_____ No_____
Spouse Only: Yes_____No_____
Other: (Please Specify) _____Yes_____ No_____
My Designated Primary Care Provider: Yes_____No_____

Signature: _____ Date:_____

Fletcher Chiropractic Center - Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW CHIROPRACTIC INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Fletcher Chiropractic Duties:
We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We're also required to abide by the privacy policies and practices that are outline in this notice.

Uses and Disclosures:

Treatment: Your health information may be used to seek payment from your insurance plan or credit card companies that you may use to pay for services. For example, your insurance plan may request and receive information on dates of service, the services provided, and the condition being treated.

Health Care Operation: Your health information may be used to support the day-to-day activities and management of **Fletcher Chiropractic.** For example, information on the services you received may be used to support budgeting and financial reporting and activities to evaluate and promote quality, to insure that our practice is meeting state and federal guidelines and laws designed to protect your health care information.

Law Enforcement: Your health information may be disclosed to law enforcement agencies without your permission, to support government audits and inspections, to facilitate law enforcement investigations, and to comply with government mandate reporting as required by law.

Public Health Reporting: Your health information may be disclosed to public health agencies as required by law. For example, our practice is required to report certain communicable diseases and acts of abuse to state agencies.

Other Uses and Disclosures Require Your Authorization: Disclosure of your information or its use for any purpose other than those listed above requires your specific written authorization. Examples include disability forms and any letter that you request for your employer or other entity. If you change your mind after authorizing a use or disclosure of information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified our office of your change in decision.

Additional Uses of Information:

Information About Treatments: Your health information may be used to send you information on the treatment and management of your chiropractic condition that you may find to be of interest.

Appointment Reminders: Your health information will be used by our staff to send you postcards, e-mails, texts, or to call to let you know of a missed appointment and to remind you to make an appointment for a visit.

Events: Your health information will be used to remind you of upcoming events in our office.

Individual Rights
You have certain rights under the federal privacy standards. These include:
- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your chiropractic condition and treatment.
- The right to inspect and copy your protected health information.
- The right to receive an accounting of how and to whom your protected health information was disclosed.
- The right to receive a printed copy of this notice

Right to Revise Privacy Practices
As permitted by law, we reserve the right to amend or modify our privacy policies. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Whatever the reason for these revisions, we will provide you with a revised notice on your next visit. The revised policies and practices will be applied to all protected health information that we maintain.

Request to Inspect Protected Health Information
As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting our receptionist.

Complaints and Contact Person
If you would like to submit a comment or complaint about our privacy practices, or obtain additional information about our privacy practices, you can do so by sending a letter outlining your concerns to the address listed below.

You will not be penalized or otherwise retaliated against for filing a complaint.

Privacy Officer
Fletcher Chiropractic
5246 N Eagle Rd.
Boise, ID 83713
208-939-3000

This Notice is effective on or after January 1, 2003.