

Tuckahoe Chiropractic

32201 Queen Anne Hwy. Queen Anne, MD 21657

Phone 410-364-9222 Fax 410-364-9310 Email tuckchiro@live.com

Dear _____,

Your new patient appointment has been scheduled for :

Date: _____ at _____ am/pm

Please arrive 15 minutes prior to your appointment time. Bring the following with you:

- *X-rays and/or MRI's (Disk & report) of the problem area if you have them.
 - *Insurance Card(s) & Co-Pay
 - *Driver's License or Photo ID
 - *New Patient Paperwork completed.
 - * Please wear separate tops & bottoms, as you will be disrobed/gowned from the waist up.
 - ** Medicare, Priority Partners & United Healthcare DOES NOT pay for Xrays done in our office.****
 - **You will be responsible for payment if you have X-rays done in our office. ****
- Contact your PCP and have them order X-rays PRIOR to your appointment. Call our office if you have any questions regarding this.

Complete the paperwork and bring it with you to your appointment. If you don't have paperwork or it is not complete before you arrive or you are late, we will have to re-schedule your appointment. An appointment reminder/confirmation text or call will be sent to you the day before.

We dedicate a minimum of one (1) hour to each new patient appointment. Please extend us the courtesy of 24 hr. notice if you are unable to keep your appointment.

We look forward to meeting you. If you have any questions please feel free to contact me.

Thank you,

Brandi Arnold- Office Manager

NEW PATIENT INFORMATION

Patient: _____

Date: _____

Your Personal Information

Name: _____ Spouse: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Date of Birth: _____ SS#: _____ - _____ - _____
 Age: _____ Gender: ☐ M ☐ F Marital Status: ☐ M ☐ S ☐ W ☐ D
 Employer: _____ Work Phone: _____
 Type of Work Performed: _____
 In Case Of Emergency Notify: _____ Phone #: _____
 Family Physician: _____ E-mail Address: _____
 Who Should We Thank For Telling You About Our Office? _____

Your Current Health Concern

Primary Reason For Today's Visit: _____
 Check The Severity Of Your Complaint: (Mild) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ (Severe)
 When Did This Begin? _____ Experienced Previously? ☐ Yes ☐ Never
 Is This Condition: ☐ Job Related ☐ Auto Accident ☐ Fall or Injury ☐ Other: _____
 Other Doctors Seen For This Problem: _____
 Other Doctor's Opinions or Diagnosis: _____
 Other Or Secondary Health Concerns: _____
 Drugs Or Medications Now Taking: ☐ Pain Killers / Muscle Relaxants ☐ Tranquilizers
☐ Blood Pressure Medicine ☐ Antibiotics
☐ Other: _____

Your Past Health History

Previous Surgeries: ☐ Eyes / Ears / Nose / Throat ☐ Head/Neck ☐ Back /Spine
☐ Chest / Heart / Lungs ☐ Abdominal ☐ Other: _____
 Previous Fractures Or Broken Bones: ☐ Yes ☐ No Describe: _____
 Previous Falls Or Accidents: ☐ Yes ☐ No Describe: _____
 Previous Hospitalization: ☐ Yes ☐ No Describe: _____
 Previous Chiropractic Care: ☐ Yes ☐ No Describe: _____
 Similar Problem In Family: ☐ Yes ☐ No Describe: _____
 Similar Problems With Co-Workers: ☐ Yes ☐ No Describe: _____
 Do You Workout Or Exercise? ☐ Yes ☐ No Describe: _____

TUCKAHOE CHIROPRACTIC 32201 QUEEN ANNE HWY, QUEEN ANNE, MD 21657 410-364-9222

PLEASE COMPLETE OTHER SIDE

NEW PATIENT INFORMATION

**Check Any
Of The
Following
That May
Apply To
You**

Health Issues:

- | | | | |
|---|---|-------------------------------------|--|
| <input type="checkbox"/> Scoliosis | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Infections | <input type="checkbox"/> Sleeplessness |
| <input type="checkbox"/> Lyme's Disease | <input type="checkbox"/> AIDS or ARC | <input type="checkbox"/> Heart | <input type="checkbox"/> Chronic Fatigue |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Frequent Illnesses | <input type="checkbox"/> Allergies | <input type="checkbox"/> Genetic Disorders |
| <input type="checkbox"/> High Stress | <input type="checkbox"/> Poor Diet | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Kidney Disorders |
| <input type="checkbox"/> Under Weight | <input type="checkbox"/> Lungs | <input type="checkbox"/> Cancer | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Endocrine | <input type="checkbox"/> Over Weight | <input type="checkbox"/> Other | |

If Female, is there any possibility that you are pregnant? ☐ Yes ☐ No

Intake Or Use:

- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Tobacco | <input type="checkbox"/> Pain Relievers | <input type="checkbox"/> Caffeine |
| <input type="checkbox"/> Sleeping Pills | <input type="checkbox"/> Birth Control Pills | <input type="checkbox"/> Other: | |

**Check Any
Problems
That You
May Have
Had Within
The Last Six
Months**

Muscles-Skeleton

- ☐ Low Back Pain
- ☐ Middle Back
- ☐ Neck
- ☐ Hips / Legs
- ☐ Joint Pain
- ☐ Shoulders/Arms

Circulation-Breathing

- ☐ Chest Pain
- ☐ Lungs/Breathing
- ☐ Blood Pressure
- ☐ Heart Rate
- ☐ Poor Circulation
- ☐ Coughing or Wheezing

Eye-Ear-Nose-Throat

- ☐ Eyes / Vision
- ☐ Dental / TMJ
- ☐ Throat / Voice
- ☐ Ears / Hearing
- ☐ Sinus Pain / Drainage

Nerve System

- ☐ Headaches
- ☐ Nervousness
- ☐ Numbness
- ☐ Weak Muscles
- ☐ Dizziness
- ☐ Forgetfulness
- ☐ Depression
- ☐ Fainting
- ☐ Seizures
- ☐ Cold Hands / Feet
- ☐ Stress Reactions
- ☐ Shaking / Tremors

Digestion-Elimination

- ☐ Poor Appetite
- ☐ Excessive Thirst
- ☐ Nausea
- ☐ Diarrhea
- ☐ Constipation
- ☐ Hemorrhoids
- ☐ Weight Loss / Gain
- ☐ Heartburn
- ☐ Change In Stools

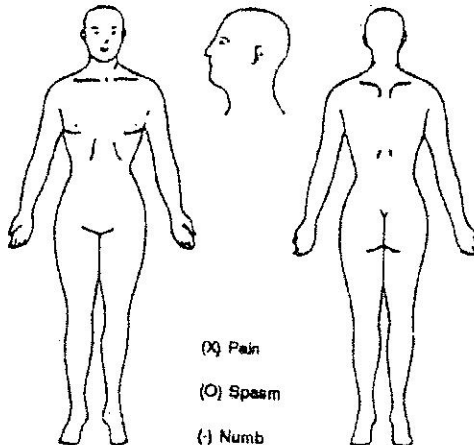
Urinary-Genitals

- ☐ Pain With Urination
- ☐ Infrequent Urination
- ☐ Frequent Urination
- ☐ Weak Stream
- ☐ Bladder Control
- ☐ Genitals

Female Only

- | | |
|--|--|
| <input type="checkbox"/> Menstrual Problems | <input type="checkbox"/> Breast Lumps/Pain |
| <input type="checkbox"/> Back Pain w/ Period | <input type="checkbox"/> Breast Implants |

**Please Mark
Area Of
Concern
&
Sign**



I understand that my care in this office involves the making of judgements that are based upon the facts known by the doctor. Therefore, the above information is true and complete to the best of my knowledge

Patient's Signature:

Back Index

Form BI100

rev 2/27/2003

Patient Name _____

Date _____

This questionnaire will give your provider information about how your back condition affects your everyday life. Please answer every section by marking the one statement that applies to you. If two or more statements in one section apply, please mark the one statement that most closely describes your problem.

Pain Intensity

- ⑤ The pain comes and goes and is very mild.
- ④ The pain is mild and does not vary much.
- ③ The pain comes and goes and is moderate.
- ② The pain is moderate and does not vary much.
- ① The pain comes and goes and is very severe.
- ⑥ The pain is very severe and does not vary much.

Sleeping

- ⑤ I get no pain in bed.
- ④ I get pain in bed but it does not prevent me from sleeping well.
- ③ Because of pain my normal sleep is reduced by less than 25%.
- ② Because of pain my normal sleep is reduced by less than 50%.
- ① Because of pain my normal sleep is reduced by less than 75%.
- ⑥ Pain prevents me from sleeping at all.

Sitting

- ⑤ I can sit in any chair as long as I like.
- ④ I can only sit in my favorite chair as long as I like.
- ③ Pain prevents me from sitting more than 1 hour.
- ② Pain prevents me from sitting more than 1/2 hour.
- ① Pain prevents me from sitting more than 10 minutes.
- ⑥ I avoid sitting because it increases pain immediately.

Standing

- ⑤ I can stand as long as I want without pain.
- ④ I have some pain while standing but it does not increase with time.
- ③ I cannot stand for longer than 1 hour without increasing pain.
- ② I cannot stand for longer than 1/2 hour without increasing pain.
- ① I cannot stand for longer than 10 minutes without increasing pain.
- ⑥ I avoid standing because it increases pain immediately.

Walking

- ⑤ I have no pain while walking.
- ④ I have some pain while walking but it doesn't increase with distance.
- ③ I cannot walk more than 1 mile without increasing pain.
- ② I cannot walk more than 1/2 mile without increasing pain.
- ① I cannot walk more than 1/4 mile without increasing pain.
- ⑥ I cannot walk at all without increasing pain.

Personal Care

- ⑤ I do not have to change my way of washing or dressing in order to avoid pain.
- ④ I do not normally change my way of washing or dressing even though it causes some pain.
- ③ Washing and dressing increases the pain but I manage not to change my way of doing it.
- ② Washing and dressing increases the pain and I find it necessary to change my way of doing it.
- ① Because of the pain I am unable to do some washing and dressing without help.
- ⑥ Because of the pain I am unable to do any washing and dressing without help.

Lifting

- ⑤ I can lift heavy weights without extra pain.
- ④ I can lift heavy weights but it causes extra pain.
- ③ Pain prevents me from lifting heavy weights off the floor.
- ② Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned (e.g., on a table).
- ① Pain prevents me from lifting heavy weights off the floor, but I can manage light to medium weights if they are conveniently positioned.
- ⑥ I can only lift very light weights.

Traveling

- ⑤ I get no pain while traveling.
- ④ I get some pain while traveling but none of my usual forms of travel make it worse.
- ③ I get extra pain while traveling but it does not cause me to seek alternate forms of travel.
- ② I get extra pain while traveling which causes me to seek alternate forms of travel.
- ① Pain restricts all forms of travel except that done while lying down.
- ⑥ Pain restricts all forms of travel.

Social Life

- ⑤ My social life is normal and gives me no extra pain.
- ④ My social life is normal but increases the degree of pain.
- ③ Pain has no significant affect on my social life apart from limiting my more energetic interests (e.g., dancing, etc).
- ② Pain has restricted my social life and I do not go out very often.
- ① Pain has restricted my social life to my home.
- ⑥ I have hardly any social life because of the pain.

Changing degree of pain

- ⑤ My pain is rapidly getting better.
- ④ My pain fluctuates but overall is definitely getting better.
- ③ My pain seems to be getting better but improvement is slow.
- ② My pain is neither getting better or worse.
- ① My pain is gradually worsening.
- ⑥ My pain is rapidly worsening.

Index Score = [Sum of all statements selected / (# of sections with a statement selected x 5)] x 100

Back
Index
Score

Neck Index

Form N1-100

rev 3/27/2003

Patient Name _____

Date _____

This questionnaire will give your provider information about how your neck condition affects your everyday life. Please answer every section by marking the one statement that applies to you. If two or more statements in one section apply, please mark the one statement that most closely describes your problem.

Pain Intensity

- ① I have no pain at the moment.
- ② The pain is very mild at the moment.
- ③ The pain comes and goes and is moderate.
- ④ The pain is fairly severe at the moment.
- ⑤ The pain is very severe at the moment.
- ⑥ The pain is the worst imaginable at the moment.

Sleeping

- ① I have no trouble sleeping.
- ② My sleep is slightly disturbed (less than 1 hour sleepless).
- ③ My sleep is mildly disturbed (1-2 hours sleepless).
- ④ My sleep is moderately disturbed (2-3 hours sleepless).
- ⑤ My sleep is greatly disturbed (3-5 hours sleepless).
- ⑥ My sleep is completely disturbed (5-7 hours sleepless).

Reading

- ① I can read as much as I want with no neck pain.
- ② I can read as much as I want with slight neck pain.
- ③ I can read as much as I want with moderate neck pain.
- ④ I cannot read as much as I want because of moderate neck pain.
- ⑤ I can hardly read at all because of severe neck pain.
- ⑥ I cannot read at all because of neck pain.

Concentration

- ① I can concentrate fully when I want with no difficulty.
- ② I can concentrate fully when I want with slight difficulty.
- ③ I have a fair degree of difficulty concentrating when I want.
- ④ I have a lot of difficulty concentrating when I want.
- ⑤ I have a great deal of difficulty concentrating when I want.
- ⑥ I cannot concentrate at all.

Work

- ① I can do as much work as I want.
- ② I can only do my usual work but no more.
- ③ I can only do most of my usual work but no more.
- ④ I cannot do my usual work.
- ⑤ I can hardly do any work at all.
- ⑥ I cannot do any work at all.

Personal Care

- ① I can look after myself normally without causing extra pain.
- ② I can look after myself normally but it causes extra pain.
- ③ It is painful to look after myself and I am slow and careful.
- ④ I need some help but I manage most of my personal care.
- ⑤ I need help every day in most aspects of self care.
- ⑥ I do not get dressed, I wash with difficulty and stay in bed.

Lifting

- ① I can lift heavy weights without extra pain.
- ② I can lift heavy weights but it causes extra pain.
- 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 off the floor, but I can manage light to medium weights if they are conveniently positioned.
- ⑤ I can only lift very light weights.
- ⑥ I cannot lift or carry anything at all.

Driving

- ① I can drive my car without any neck pain.
- ② I can drive my car as long as I want with slight neck pain.
- ③ I can drive my car as long as I want with moderate neck pain.
- ④ I cannot drive my car as long as I want because of moderate neck pain.
- ⑤ I can hardly drive at all because of severe neck pain.
- ⑥ I cannot drive my car at all because of neck pain.

Recreation

- ① I am able to engage in all my recreation activities without neck pain.
- ② I am able to engage in all my usual recreation activities with some neck pain.
- ③ I am able to engage in most but not all my usual recreation activities because of neck pain.
- ④ I am only able to engage in a few of my usual recreation activities because of neck pain.
- ⑤ I can hardly do any recreation activities because of neck pain.
- ⑥ I cannot do any recreation activities at all.

Headaches

- ① I have no headaches at all.
- ② I have slight headaches which come infrequently.
- ③ I have moderate headaches which come infrequently.
- ④ I have moderate headaches which come frequently.
- ⑤ I have severe headaches which come frequently.
- ⑥ I have headaches almost all the time.

Neck
Index
Score

Index Score = $\left[\frac{\text{Sum of all statements selected}}{\text{(\# of sections with a statement selected} \times 5)} \right] \times 100$

The Keele STarT Back Screening Tool

Patient name: _____ Date: _____

Thinking about the last 2 weeks tick your response to the following questions:

	Disagree 0	Agree 1
1 My back pain has spread down my leg(s) at some time in the last 2 weeks	<input type="checkbox"/>	<input type="checkbox"/>
2 I have had pain in the shoulder or neck at some time in the last 2 weeks	<input type="checkbox"/>	<input type="checkbox"/>
3 I have only walked short distances because of my back pain	<input type="checkbox"/>	<input type="checkbox"/>
4 In the last 2 weeks, I have dressed more slowly than usual because of back pain	<input type="checkbox"/>	<input type="checkbox"/>
5 It's not really safe for a person with a condition like mine to be physically active	<input type="checkbox"/>	<input type="checkbox"/>
6 Worrying thoughts have been going through my mind a lot of the time	<input type="checkbox"/>	<input type="checkbox"/>
7 I feel that my back pain is terrible and it's never going to get any better	<input type="checkbox"/>	<input type="checkbox"/>
8 In general I have not enjoyed all the things I used to enjoy	<input type="checkbox"/>	<input type="checkbox"/>

9. Overall, how bothersome has your back pain been in the last 2 weeks?

Not at all	Slightly	Moderately	Very much	Extremely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	0	0	1	1

Total score (all 9): _____ Sub Score (Q5-9): _____



Office Policies

Due to the increased volume of patients and the priority that we show to each and every one of our patients, we put the following policies in place. Please read and initial that you acknowledge each policy.

1. Appointment cancellations: We require 24 hours notice to cancel an appointment. We understand life happens and things come up without notice, however, if you need to cancel or reschedule your appointment please call us as soon as possible. Three (3) cancellations **WITHOUT APPROPRIATE NOTIFICATION** in a 6 month timeframe will result in your release from care for non-compliance. (initials) _____

2. In the event that you have cancelled your appointment(s) 3 times in a 6 month timeframe without 24 hours notice, you will be charged a \$65.00 cancellation fee. This fee will be due before or at your next treatment with Dr. Johnson. (initials) _____

3. If missing your appointments (NO CALL/NO SHOW) becomes a continuous concern, we will deem it necessary to release you from our care. (initials) _____

4. We currently schedule our routine/continuous care appointments in 15 minute slots. If you have a NEW injury or concern, Please inform the front desk staff **BEFORE** seeing the Doctor. This may require another appointment, in a longer time slot to address the new injury and **CANNOT** be treated without an Evaluation. (initials) _____

5. We will make every effort to verify and obtain your Health Insurance Benefits and information. Ultimately it is Your responsibility to know your coverage, policy benefits and limitation details. If there are any changes with your insurance policy(s), to include receiving new insurance cards, it is Your responsibility to inform us **BEFORE** or **AT** your next appointment. (initials) _____

6. You agree to notify our office of any changes in your address, contact information or insurance provider, **BEFORE** or **AT** your next appointment. (initials) _____

Signature _____

Date: _____

Name (Printed) _____

Thank you & We appreciate you!

INFORMED PATIENT CONSENT

AND THE DOCTOR-PATIENT RELATIONSHIP

Chiropractic Care	<p>It is the premise of Chiropractic that the human body possesses the inherent potential to maintain itself in a natural state of homeostasis. A state of normal homeostasis allows the body to establish normal function, express appropriate adaptation, and employ its recuperative, health sustaining powers. The relationship between the spine and the nervous system may affect the conduction of the nerve impulses over the nervous system affecting that inherent potential. Therefore, chiropractic care focuses primarily on the chiropractic adjustment for the purpose of establishing proper spinal alignment thus allowing normal nerve conduction throughout the body. The success of chiropractic care often depends on the environment, underlying causes and the physical and spinal conditions of each individual patient.</p>
Chiropractic Analysis	<p>The doctor will conduct a clinical analysis for the express purpose of determining the presence of the vertebral subluxation and the effects of the vertebral subluxation complex. If such is not detected, the patient will be informed and an attempt to refer the patient to an appropriate health care provider will be made.</p>
Clinical Results	<p>The purpose of chiropractic care is to promote health through the correction of the vertebral subluxation complex. Since there are so many variables, it is difficult to predict the time schedule, degree of response, or the efficacy of the chiropractic adjustment for any given patient. However, the doctor may make recommendations for clinical management based upon known circumstances and clinical experience.</p> <p>Due to the complexities of nature, and the many variables (both known and unknown) that can affect a patient's response, no doctor can promise specific results. The Doctor of Chiropractic is licensed to provide a specialized unique, non-duplicating health service. The Chiropractor is licensed in a special area of practice and is available to work with other providers in your health care regimen.</p>
Medical Diagnosis	<p>Although Doctors of Chiropractic are experts in the analysis of the structural alignment of the human spine and its effects on the nervous system, they are not internal medical or surgical specialists. Therefore, every patient should be mindful of their own symptoms and should secure other opinions should they have any concerns as to the nature of any other symptoms or their total health picture. Your Doctor of Chiropractic may express an opinion as to whether or not further consultation is necessary, but the patient is responsible for the final decision and any subsequent action.</p>
Contra-indications To Chiropractic Care	<p>Where vertebral subluxations are detected, the chiropractic adjustment is usually beneficial and seldom causes any adverse reactions. In rare cases, undetected physical defects, deformities, or pathologies may render the patient susceptible to such injuries as vascular accidents, fractures and disc injury. The doctor, of course, will not perform any procedures if there is awareness that such care may be contra-indicated. It is the responsibility of the patient to make it known if they are aware that they are suffering from: pathological conditions, illnesses, injuries, or deformities which may be known to the patient but have not otherwise come to the attention of this doctor. By signing below, the patient affirms that they have been open and truthful in disclosing their health history, and gives the doctor permission and authority to examine and care for them in accordance with recognized standards and acceptable chiropractic analytical and corrective procedures.</p>
Patient Consent For Care	<p><i>Please discuss any questions or problems with the doctor before signing this statement of understanding and consent for care.</i></p> <p>I have read and understand the foregoing. I hereby request and authorize the doctor to render chiropractic care to me:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> <p>_____</p> <p><i>Signature of Patient, Parent, or Guardian</i></p> </div> <div style="width: 35%; text-align: center;"> <p>_____</p> <p><i>Date</i></p> </div> </div>



Patient Health Information Consent Form

We want you to know how your Patient Health Information (PHI) is going to be used in this office and your rights concerning those records. Before we will begin any health care operations we must require you to read and sign this consent form stating that you understand and agree with how your records will be used. If you would like to have a more detailed account of our policies and procedures concerning the privacy of your Patient Health Information we encourage you to read the HIPPA NOTICE that is available to you at the front desk before signing this consent.

1. The patient understands and agrees to allow this chiropractic office to use their Patient Health Information (PHI) for the purpose of treatment, payment, healthcare operations, and coordination of care. As an example, the patient agrees to allow this chiropractic office to submit requested PHI to the Health Insurance Company (or companies) provided to us by the patient for the purpose of payment. Be assured that this office will limit the release of all PHI to the minimum needed for what the insurance companies require for payment.
2. The patient has the right to examine and obtain a copy of his or her own health records at any time and request corrections. The patient may request to know what disclosures have been made and submit in writing any further restrictions on the use of their PHI. Our office is not obligated to agree to those restrictions.
3. A patient's written consent need only be obtained one time for all subsequent care given to the patient in this office.
4. The patient may provide a written request to revoke consent at any time during care. This would not effect the use of those records for the care given prior to the written request to revoke consent but would apply to any care given after the request has been presented.
5. For your security and right to privacy, all staff have been trained in the area of patient record privacy and a privacy official has been designated to enforce those procedures in our office. We have taken all precautions that are known by this office to assure that your records are not readily available to those who do not need them.
6. Patients have the right to file a formal complaint with our privacy official about any possible violation of these policies and procedures.
7. If the patient refuses to sign this consent for the purpose of treatment, payment and health care operations, the chiropractic physician has the right to refuse to give care.

I have read and understand how my Patient Health Information will be used and I agree to these policies and procedures.

Print Legal Name

Sign Legal Name

Date: _____

DIRECTIVE FOR DISBURSEMENT
"ASSIGNMENT OF INSURANCE BENEFITS"

By this instrument, I authorize, instruct, and order any insurance company obligated by contractual agreement to reimburse me for allowable professional or medical services to make direct payment to:

TUCKAHOE CHIROPRACTIC, P.C.
32201 QUEEN ANNE HWY
QUEEN ANNE, MD 21657

The provider shall directly credit this payment to my account, and I have agreed to pay (in a current manner) the balance of all charges for professional services over and above the insurance benefits.

☐ ☐ I also authorize the release of any HIPAA protected health information pertinent to my case to any insurance company, claims adjuster, or attorney involved in this case for the purpose of securing insurance benefits payable to the above named provider or myself.

Initialed _____

**THIS IS A DIRECT ASSIGNMENT OF
ALL BENEFITS TO THIS
HEALTHCARE PROVIDER.**

Signature of Policy Holder

Witness

Signature of Claimant

Date

A PHOTO COPY OF THIS DOCUMENT SHALL BE AS VALID AS THE ORIGINAL

FINANCIAL OPTIONS

Welcome to our practice! We are proud to provide three options for the handling of our patient's financial accounts. Please review the following choices and check the type of arrangement that best depicts the way you would like us to handle your account.

Thank-you!

☐ Non-Insured / Cash Option

The following policy applies to those patients who do not have health insurance benefits or to those who prefer to pay for their services and handle their own insurance processing.

1. Our office does not routinely bill patients for their care. Payment is requested at time of service.
2. We accept cash, check, MasterCard, VISA, and Discover as payment for your care.
3. We will not deny care to anyone based on their inability to pay for our services.
4. If necessary, we will make arrangements with patients who request that such arrangements be made.
5. We will provide forms, information, and the guidance to enable patients to process their own insurance claims if they so desire.

☐ Approved Insurance Option

The following policy applies to those patients with appropriate health insurance coverage. (We do not accept assignment on personal injury nor secondary insurance benefits.)

1. We will accept written assignment on the estimated amount of insurance benefits available through your primary insurance carrier.
2. Our office will estimate the total cost of non-insurance covered care, and pro-rate your portion into weekly payments.
3. Only patients undergoing active care will be eligible to assign their insurance benefits to this office.
4. If you should discontinue care prior to being released by doctor, all outstanding balances will immediately become due and payable.

☐ Medicare Option

The following policy applies to those patients with Medicare insurance coverage. We are a Medicare approved, "non-participating" provider. (Please ask for details.) The following policies are federally mandated.

1. We cannot accept assignment on the Medicare benefits, however we will make financial arrangements if necessary.
2. We must file for benefits on your behalf, but Medicare reimbursement checks will be sent directly to you. To avoid delays in your reimbursement, do not send any claims to Medicare yourself.
3. Medicare requires chiropractic x-rays, but will not pay for them.

I understand & agree to the policy option noted above.

Signature: _____

Date: _____

Patient: _____