WELCOME

Dr. Stefan Cesarz and the staff at Hardinsburg Chiropractic welcome you and want to provide you with the best possible care. We will conduct a thorough history and physical examination to decide if we can assist you. If we do not believe that your condition will respond to chiropractic care, we will not accept you as a patient but will assist you in finding the appropriate health care provider.

Patient Information

Name:_____ Employer:_____
Nickname:_____ Occupation:_____
Address:_____ Marital status: M S W D
City:_____State:____Zip:_____ Spouse's Name:_____
Phone Number: (Home):_____ Name of Parent or Legal Guardian of Minor (if applicable)
(Work):_____ _____
(**Cell**):_____ Whom can we thank for referring you to our office?
Date Of Birth:_____Age:_____ _____
Social Security No.:_____ **Email address**:_____

Insurance Information

Is your current condition due to: Recent Auto Accident: YES NO Date of Accident: _____
On the Job Injury: YES NO Date of Injury: _____
A Personal Injury: YES NO Date of Injury: _____

Do you have one the following: HAS (Health Savings Account) YES NO
Flex Spending Account YES NO

Health Information

What is your main complaint? : _____
When did your symptoms begin? : _____ Have you had this condition in the past? : ___YES___NO
What caused your pain to start? : _____
How often do you symptoms occur? ___Occasional ___Intermittent ___Frequent ___Constant
What makes your complaints **worse**? ___Coughing ___ Sneezing ___ Straining at Stool ___Reaching ___Lifting
___Bending ___Sitting ___Standing ___Walking ___Laying down ___Other _____
What makes your complaints feel **better**? ___Nothing ___Rest ___Ice ___Heat ___Stretching ___Exercises ___Sitting
___Standing ___Laying down ___Other_____
Is your condition getting? ___Worse ___Better ___Staying the same
Have you been examined and/or treated by another Doctor for this condition? ___YES ___NO
If YES, please list the Doctor(s), last visit date, treatments and/or test results; _____
_____
Have you received Chiropractic care in the past? ___YES___NO Name of Doctor and date of last visit? _____
Do you suffer with pain in any of the following areas? :___Jaw/ TMJ___Shoulders___Elbows___Wrist/ Hands___Knees___Ankles
Please list any **additional** complaints: _____
Have you had any surgeries and/ or been hospitalized in the past **five** years? ___YES ___NO Date(s) and reason: _____
_____
_
Have you ever suffered a stroke? ___YES ___NO Have any of your relatives suffered a stroke? ___YES ___NO
Please mark what medications you are taking;___Muscle Relaxants ___Prescription pain pills ___Ibuprofen/ Tylenol ___Aspirin
___Blood pressure pills ___Birth control pills ___Antibiotics ___Cholesterol lowering pills
___Others: _____
Which of the following illnesses or diseases have you had or are currently experiencing?

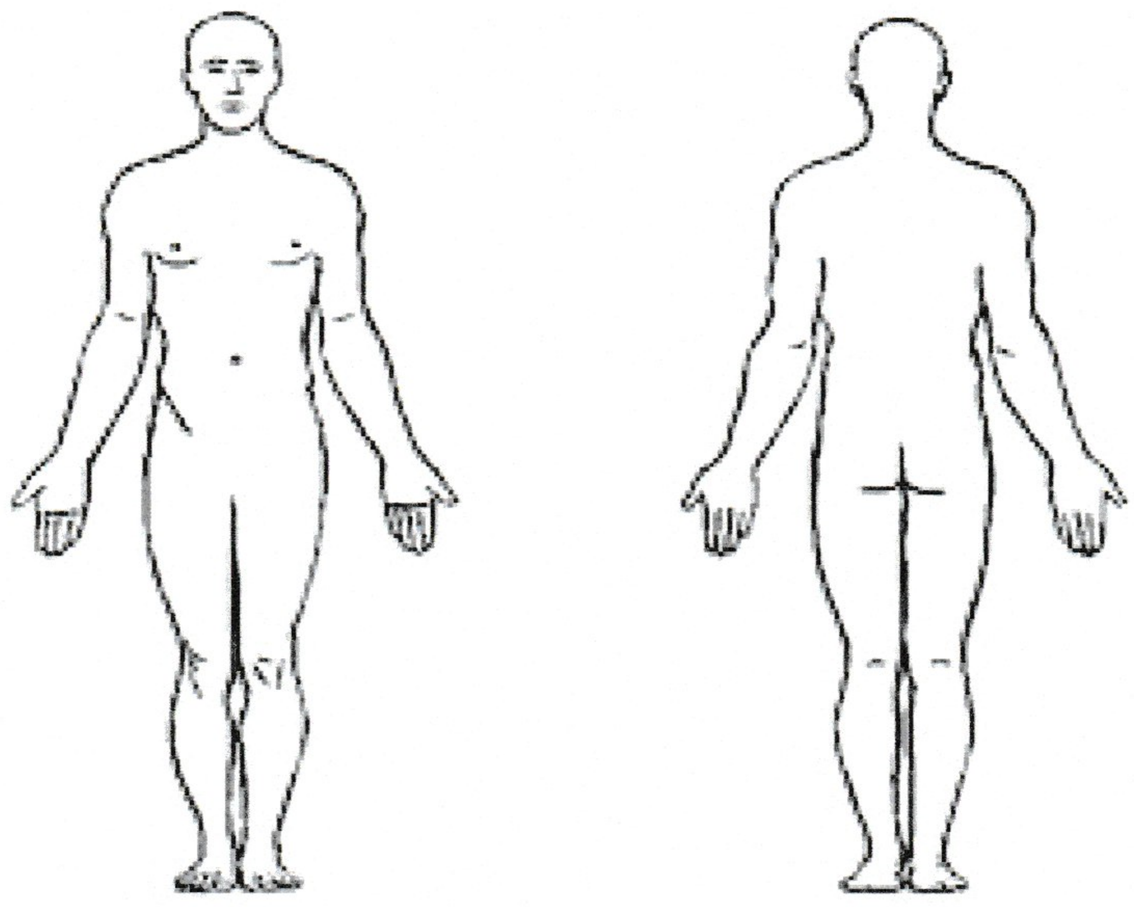
___Arthritis
___Asthma
___Sinus Infections
___Allergies
___Tuberculosis
___Diabetes
___Epilepsy
___Thyroid trouble
___High Blood Pressure
___Low Blood Pressure
___Heart/ Valve trouble
___Difficulty urinating
___Loss of Bowel control
___Loss of Sexual Function
___Ulcer
___Cancer
___Polio
___Rheumatic fever
___Dislocated joints
___Spinal disc disease
___Multiple Sclerosis
___Mental/ Emotional difficulty
___Prostate trouble
___Kidney disease
___Headaches
___Cold hands
___Weakness in grip
___Numbness/ tingling arms/ hands
___Numbness / tingling legs/ feet
___Weakness in legs/ feet
___Cold feet
___Leg cramps
___Constipation or Diarrhea
___Increased menstrual cramps
___Difficulty sleeping
___Restless legs
___Bone fractures

Hardinsburg Chiropractic P.S.C. / Dr. Stefan Cesarz

Patient Name: _____

Please mark the area(s) of pain or unusual feeling you are currently experiencing by using the appropriate symbols below.

Numbness: = = = =
Tingling: o o o o
Burning: x x x x
Aching: + + + +
Stabbing: / / / / / /



Accuracy of Medical Information and Assignment of Benefits

After filling out the case history, your signature will verify that all the information you have given us is accurate and that you have read the case history questions entirely. I authorize and direct that payment be made directly to *Hardinsburg Chiropractic, PSC, Dr. Stefan Cesarz, 112 Bank Street, Hardinsburg, KY 40143* for any and all insurance benefits or reimbursement for services rendered by him which amounts would otherwise be payable to me under any insurance plan, pre-paid health care plan or medical injury payment. I understand that there is no guarantee that my insurance company(s) will cover or pay for all or any of my charges. I understand and agree that any unpaid balances not covered by my insurance plan will be paid by me.

_____ _____
Date Patient Signature

Release of Medical Information

I authorize the release of any information concerning my health information and health care services which may have been acquired by examination to my insurance company(s), claims adjustor, attorney or Medicare. I authorize the release of my medical records, x-rays, diagnostic test results and other health related information to *Dr. Stefan Cesarz of Hardinsburg Chiropractic, PSC*.

_____ _____
Date Patient Signature

Consent to Treat Minor Child

I hereby request and authorize *Dr. Stefan Cesarz, D.C.* to perform a physical examination, diagnostic testing (including x-rays if necessary) and render treatment including Chiropractic Adjustments and adjunctive therapy to _____. As of this date, I have the legal right to select and authorize health care services for the minor child named above.

_____ _____ _____ _____
Date Printed Name Signature Relationship to Minor

Pregnancy Warning and Consent to X-ray

I understand that if I am pregnant and have x-rays taken which exposes my lower torso to radiation, it is possible to injure the fetus. I have been advised that the 10 days following the onset of a menstrual period are generally considered to be safe for x-ray examination. At this time, to the best of my knowledge, I am NOT pregnant and consent to having x-rays taken.

_____ _____
Date Patient Signature

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Hardinsburg Chiropractic, PSC/ Dr. Stefan Cesarz, DC

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

We are required by law to maintain the privacy of your health information. We are also required to provide you with this notice of our legal duties and our privacy practices with respect to your health information. Other than the uses and disclosures we described below, we will not sell or provide any of your health information to any outside marketing organization. We must abide by the terms of this notice while it is in effect, but we reserve the right to change the terms of our privacy notices. If we make a change, it will apply for all of your health information in our files, and we will notify you in writing if/when you come in for treatment.
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.
All correspondence should be addressed to:

Hardinsburg Chiropractic, PSC
Attn: HIPPA Compliance Officer
112 Bank Street
Hardinsburg, KY 40143

USES AND DISCLOSURES

Here are some examples of how we might have to use or disclose your health care information:

1. We may have to disclose your health information to another health care provider, or a hospital, etc., if it is necessary to refer you to them for the diagnosis, assessment, or treatment of your health condition.
2. We may have to disclose your examination and treatment records and your billing records to another party (i.e. Your insurance company), if they are potentially responsible for the payment of your services.
3. We may need to use any information in your file for quality control purposes or any other administrative purposes to run our practice
4. We may need to use your name, address, phone number, and your clinical records to contact you to provide appointment reminders, information about treatment alternatives, or other health related information that may be of interest to you (i.e. Test results. 164.520 (b)(1)(iii)(A). If you are not at home to receive an appointment reminder a message will be left on your answering machine and/ or mailed.

You have the right to refuse to give us authorization to contact you regarding your case at this office. If you do not give us authorization, it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for you care including billing you by mail or collection proceedings. You may inspect or copy the information that we use to contact you regarding your care at any time (i.e. Appointment reminders, care alternatives and etc.)

YOUR RIGHT TO LIMIT USES OR DISCLOSURES

You have the right to request that we do not disclose your health information to specific individuals, companies, or organization. Any restrictions should be requested in writing. We are not required to honor these requests. However, if we agree with your restrictions, the restriction is binding on us.

PERMITTED USES AND DISCLOSURES WITHOUT YOUR CONSENT OR AUTHORIZATION

Under federal law, we are also permitted or required to use or disclose your health information without your consent or authorization in the following circumstances:

1. We are providing health care services to you based on the orders (referral) of another health care provider.
2. We provided health care services to you in an emergency and we are unable to obtain your consent after attempting to do so.
3. If there are substantial barriers to communication with you, but in our professional judgment we believe that you intend for us to provide care.

REVOKING YOUR AUTHORIZATION

You may revoke your authorization to us any time in writing. There are two circumstances under which we will not be able to honor your evocation request:

1. If we have already released your health information before we receive your request to revoke your authorization. 164.508 (b)(5)(I)
2. If you were required to give your authorization as a condition of obtaining insurance, the insurance company may have the right to your health information if they decide to contest any of your claims.

CONFIDENTIAL COMMUNICATION

We will attempt to accommodate any reasonable written request regarding how/where (i.e. Mailing address or contact number) you would like to receive information about your health or the services that we provide.

AMENDING YOUR HEALTH INFORMATION

You have the right to request that we amend your health information for seven years from the date that the record was created or as long as the information remains in our files. We require a written request to amend your records that includes a valid reason to support the change. We have the right to refuse your request.

INSPECTING/COPYING YOUR HEALTH INFORMATION

You have the right to inspect the health information contained in your files while in our office and/or have a copy made for you. The health information is available up to seven years from the date that the record was created or as long as the information remains in our files. Your request must be in writing to inspect the records and/or have them copied. According to Kentucky statue there will be no charge for the first copy of your records. For second and subsequent copies there will be a charge of $1.00 per page copied. Copies can be made of your x-rays for a charge of $10.00 for each film. The original film is the property of this office because we are required by law to keep it in our records. Original films can only be released on referral to another physician.

ACCOUNTING OF DISCLOSURES OF YOUR RECORDS

You have the right to request an accounting of any disclosures (not listed below) made of your health information for six years prior to the date of your request. The request must be in writing. The accounting will exclude the following disclosures:

- required for your treatment, to obtain payment for services, to run our practice, and/or made to you.
- necessary to maintain a directory of the individuals in our facility or to individuals involved with your care.
- for national security, intelligence purposes, or law enforcement officers

We will provide the first accounting within a 12 month period without any charge, but any additional requests will be charged a fee. When you make your request we will tell you the amount of the fee and you will have the opportunity to withdraw or modify your request.

RE-DISCLOSURE

We cannot control the actions of others to whom we have released your information for treatment. Information that we use or disclose may be subject to re-disclosure by these individuals/facilities and may no longer be protected by the federal privacy rules.

COMPLAINTS

You may complain to us or to the Secretary for Health and Human Services if you feel that we have violated your privacy rights. We respect your rights to file a complaint and will not take any actions against you if you file a complaint. Written comments should be addressed to our office address or Secretary for Health and Human Services, 200 Independence Ave. S.W., Room 509F, HHH Building, Washington, D.C. 20201.

By signing, I acknowledge that I was given the opportunity to read and ask questions.

_____	_____
Patient Name Printed	**Date**
_____	_____
Patient Signature	**Authorized Staff Person**
_____	_____
Personal Representative Printed	**Personal Representative Signature**

_____

Description of personal representative's authority to act for the patient

(web 05-22)