

## Healing Life Acupuncture

Today's date M \_\_\_\_\_ D \_\_\_\_\_ Y \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Gender: F M (Check one)

Date of Birth M \_\_\_\_\_ D \_\_\_\_\_ Y \_\_\_\_\_ Place of Birth \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Marital/Partnership Status \_\_\_\_\_

Profession \_\_\_\_\_

Family Physician \_\_\_\_\_ Referred By \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Have You Been Treated By Acupuncture or Oriental Medicine Before?  Yes  No

### Main Problem(s) you would like help with

1. \_\_\_\_\_ Date of onset \_\_\_\_\_

2. \_\_\_\_\_ Date of onset \_\_\_\_\_

3. \_\_\_\_\_ Date of onset \_\_\_\_\_

4. \_\_\_\_\_ Date of onset \_\_\_\_\_

To what extent does this problem interfere with your daily activities (work, sleep, etc)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been given a diagnosis for this problem: If so, what? \_\_\_\_\_

\_\_\_\_\_

What kinds of treatment have you tried? \_\_\_\_\_

\_\_\_\_\_

**Past Medical History** (please include date):

- Cancer \_\_\_\_\_ Depression \_\_\_\_\_ Diabetes \_\_\_\_\_  
Hepatitis \_\_\_\_\_ High Blood Pressure \_\_\_\_\_  
Heart Disease \_\_\_\_\_ Rheumatic Fever \_\_\_\_\_  
Thyroid Disease \_\_\_\_\_ Seizures \_\_\_\_\_ STDs \_\_\_\_\_  
HIV/AIDS \_\_\_\_\_  
Other
- 

Surgeries (type of and date) \_\_\_\_\_

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Significant Trauma (illness, auto accidents, falls, etc) \_\_\_\_\_

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Childhood trauma

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Significant Dental Work (type and date) \_\_\_\_\_

Allergies (drugs, chemicals, foods/result) \_\_\_\_\_

**Family Medical History** (check):

- Diabetes      Cancer      Depression      High Blood Pressure      Heart Disease      Stroke  
Seizures      Asthma      Allergies  
Other
-

**Medication/Supplements** taken within the last 2 months (vitamins, drugs, herbs, etc)

Name of medication/supplements

Reasons for taking it

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Occupational Stress (physical, chemical, psychological, etc) \_\_\_\_\_

\_\_\_\_\_

Emotion: Which types of emotion do you feel most of your day? (sad, depressed, calm, anger, worry, happy, etc) \_\_\_\_\_

Do you have a regular exercise program?  Yes  No

Please describe

\_\_\_\_\_

Have you ever been on a restricted diet?  Yes  No

What Kind?

\_\_\_\_\_

Are you a smoker?  Yes  No  Quit

If so, how many **packs of cigarettes** do you smoke per day? \_\_\_\_\_/day

How many **caffeinated** beverages (tea, coffee, soda, energy drinks) do you drink per day? \_\_\_\_\_

How much **alcohol** do you drink **per week**? \_\_\_\_\_

How much **water** do you drink **per day**? \_\_\_\_\_

Please describe any use of recreational drugs \_\_\_\_\_

Meals of your typical day:

Breakfast

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Lunch

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Dinner

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Please check any problems you have had in the **last 3 months**:

**General**

**Head, Eyes, Ears, Nose, Throat**

- Poor appetite
- Fevers
- Chills
- Sweat easily
- Localized weakness
- Bleed or bruise easily
- Peculiar tastes or smells
- If yes, \_\_\_\_\_
- Strong thirst (cold or hot)
- No desire to drink
- Sudden energy drop
- When? \_\_\_\_\_
- Poor sleep
- Tremors
- Poor balance
- Fatigue
- Night sweats
- Cravings
- \_\_\_\_\_
- Change in appetite
- Weight gain
- Weight loss

**Skin and Hair**

**Rashes**

- Itching
- Dandruff
- Change in hair or skin
- Ulcerations
- Eczema
- Loss of Hair
- Hives
- Pimples
- Recent Moles
- Other hair or skin problems
- \_\_\_\_\_
- \_\_\_\_\_

**Musculoskeletal**

- Muscle pain, where? \_\_\_\_\_
- Muscle weakness
- Neck pain
- Shoulder pain
- Hand/wrist pain
- Back pain

- Elbow pain
- Hip pain
- Knee pain
- Foot/ankle pain

**Head, Eyes, Ears, Nose, and Throat**

- Dizziness
- Poor vision
- Cataracts
- Eye strain
- Night blindness
- Blurry vision
- Spots in front of eyes
- Eye pain
- Color blindness
- Earaches
- Ringing in ears (tinnitus)
- Poor hearing
- Sinus problems
- Grinding teeth
- Teeth problems
- Jaw clicks
- Facial pain
- Nose bleeds
- Recurrent sore throats
- Sores on lips or tongue
- Concussions
- Migraines
- Headaches – where and when? \_\_\_\_\_
- \_\_\_\_\_

- Other Head or neck problems
- \_\_\_\_\_
- \_\_\_\_\_

**Cardiovascular**

- High blood pressure
- Irregular heart beat
- Cold hands and feet
- Blood clots
- Low blood pressure
- Dizziness
- Swelling of hands
- Swelling of feet

- Phlebitis
- Chest pain
- Fainting
- Difficulty in breathing
- Other heart or blood vessel problems \_\_\_\_\_
- \_\_\_\_\_

**Respiratory**

- Cough
- Bronchitis
- Pneumonia
- Asthma
- Tuberculosis
- Pain with a deep breath
- Difficulty in breathing when lying down
- Production of phlegm
- What color \_\_\_\_\_
- Coughing blood
- Other Lung problems - \_\_\_\_\_

Approximately when was your last cold or flu? \_\_\_\_\_

**Gastrointestinal**

- Nausea
- Vomiting
- Constipation
- Diarrhea
- Chronic laxative use
- Bad breath
- Belching
- Burning sensation
- Stomach ache
- Abdominal pain or cramps
- Gas
- Indigestion
- Blood in stools
- Black stools
- Rectal pain
- Rectal burning
- Anal Prolapse
- Hemorrhoids
- Other stomach or intestinal problems \_\_\_\_\_
- \_\_\_\_\_

**Pregnancy and Gynecology**

Number of pregnancies \_\_\_\_\_  
Number of births \_\_\_\_\_  
Premature births \_\_\_\_\_  
Miscarriages \_\_\_\_\_  
Abortions \_\_\_\_\_  
Age at first menses \_\_\_\_\_  
Days between menses \_\_\_\_\_  
Duration \_\_\_\_\_  
First day of last menses \_\_\_\_\_

Irregular period

Painful periods

Vaginal discharge

What color? \_\_\_\_\_

Changes in body/psyche  
prior to menstruation

Clots

Vaginal sores

Vaginal dryness

Last Pap smear \_\_\_\_\_

Breast lumps

Fibroids Cysts

Lack of libido

Dizziness after intercourse

STD

Which? \_\_\_\_\_

Are you sexually active?

Do you practice birth  
control?

Yes  No  N/A

if yes, what types for how  
long?

Sores on genitals

Impotency

Premature ejaculation

**Urination**

Pain on urination

Urgency to urinate

Frequent urination

How often \_\_\_\_\_

Unable to hold urine

Urinary difficulty

Night Urination

Blood in urine

**Neuropsychological**

Seizures

Stroke

Tremors

Fainting spells

Areas of numbness

Concussion

Poor memory

Dizziness

Vertigo

Loss of balance

Lack of coordination

Depression

Easily stressed

Bad temper

Anxiety

Difficulty concentration

Insomnia

Hard to falling asleep

Hard to stay asleep

Restless sleep

Hard to falling back to

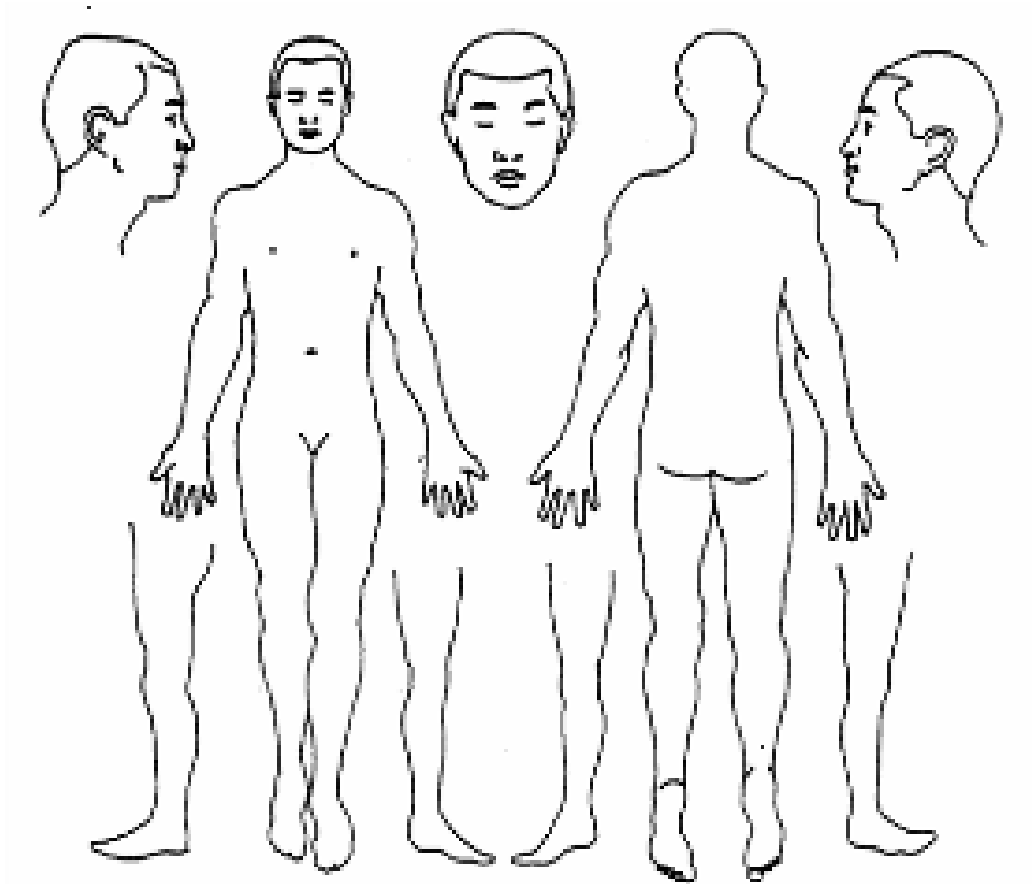
sleep

Nightmare

Wake up too early

Use the following illustration to indicate painful or distressed areas:

- X X X Sharp/stabbing
- P P P Pins & Needles
- D D D Dull/Aching
- N N N Numbness



## **Notice of Privacy Policies For Healing Life Acupuncture**

The information provided below illustrates the manner your protected health information could be accessed and released and what you need to know about this process. This important document should be reviewed thoroughly. Managing the privacy of your protected health information is extremely important.

**Legal Responsibilities of the acupuncturist:** As mandated by Federal and State legal requirements, your protected health information must be protected. As part of these regulations, the acupuncturist is required to ensure you are aware of privacy policies, legal duties, and your rights to your protected health information. This notice of privacy policies, outlined below, will be in effect for the duration and must be followed by the acupuncturist. This notice will be in effect until it is replaced.

The acupuncturist reserves the right to modify our privacy policies and the terms of this notice at any time, and will make such modifications within the guidelines of the law. The acupuncturist reserves the right to make the modifications effective for all protected health information that the acupuncturist maintain, including protected health information the acupuncturist created or received before the changes were made. Changing the notice will precede all significant modifications. A copy of this notice will be provided upon request.

**Protected Health Information Use and Disclosure:** Information regarding your health may be used and disclosed for the purpose of treatment, payment, and other healthcare operations. Examples cited below further explain the use and disclosure process.

**Treatment:** Use and disclosure of your protected health information may be provided to a physician or other healthcare provided providing treatment to you. However, this information will not be provided unless you have authorized it in writing.

**Payment:** Your protected health information may be used and disclosed to obtain payment for services the acupuncturist provided to you.

We accept cash and check. Returned checks will be subject to a \$35.00 NSF fee.

**Healthcare Processes:** The acupuncturist may use and disclose your protected healthcare information in relations with our healthcare process. These processes include an assessment, improvement activities, reviewing the competence or qualifications of healthcare professionals, provider performances and evaluating practitioner, conducting training programs, accreditation, certification, licensing, or credentialing activities.

**Your Authorization:** At any time, you may provide in writing your authorization for use and disclosure of your protected health information for any purpose. You may choose to revoke your written permission at any time. The revocation must be in writing. If you revoke your written authorization, it will not affect any use or disclosure prior to the revocation.

Your protected healthcare information may be use and disclosed to you, as described in the patient rights section of this notice. In addition, your protected health information may be used and disclosed to a family member, friend, or other person to the extent necessary to assist you with your healthcare, but only with your authorization.

**Person Involved In Care:** In order to accommodate the notification of your location, your general condition, or death, your protected health information maybe used or disclosed to a family member, your personal representative, or another person responsible for your care. If you are present and wish to object to such disclosures of your protected health information, you may do so. To the extent you are incapacitated or emergency circumstances exist, the acupuncturist will disclose protected health information using our professional judgment disclosing only protected health information that is directly relevant to the person's involvement in your healthcare. The acupuncturist will use our professional judgment and our experience with common practices to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of protected health information.

**Marketing Health-Related Services:** The use of your protected health information for the purpose of marketing communications is prohibited without your written authorization.

**Required By Law:** Your protected health information may be used or disclosed if required by law.

**Abuse or Neglect:** As required by law, if the acupuncturist has reason to believe that you are the victim of possible abuse, neglect, domestic violence, or other possible crimes, your protected health information may be disclosed to the appropriate authorities. If the acupuncturist has reason to believe the use or disclosure of



your protected health information will prevent a serious threat to your health or safety or the health or safety of others the acupuncturist may have to provide the necessary protected health information.

**National Security:** Under some circumstances, the military may require disclosure of healthcare information for armed forces personnel. For the purpose of national security activities, counter intelligence and lawful intelligence, authorized federal authorities may require disclosure of protected health information. Protected healthcare information disclosure may be made to correctional facilities or law enforcement authorities with the lawful authority requiring custody of such information.

**Appointment Reminders:** Your protected healthcare information may be used to assist you with appointment reminders in the form of voicemail messages, postcards, or letters. The acupuncturist may also write a thank you card to whomever referred you to her practice.

**Patient Rights Access:** At all times, you have the right to review your protected health information, with limited exceptions. At your request, the acupuncturist will provide your information in a format other than photocopies. If the acupuncturist is able to do so, your request will be accommodated.

Your request to obtain access to your information must be in writing. You may obtain a Protected Health Information Access Form by using the contact information at the end of this notice. The acupuncturist may need to charge you a reasonable cost- based fee for expenses including copies and staff time. You may also request access for submitting a letter using the information at the bottom of this notice. If you request copies, the acupuncturist will charge you \$0.83 per page for the first 30 pages and \$0.63 for every page after that plus \$19.00 for staff time to locate and copy you protected health information. Postage will be included if you wish to have your information mailed. If you request a different format, the acupuncturist will charge a cost based fee for that format. An explanation of fees can be made available.

**Disclosure Accounting:** Your rights include the choice to receive a review of every time the acupuncturist disclosed your protected health information for reasons other than treatment, payment, healthcare information and certain other activities for the last six years. Additional reasonable cost based fees may be extended if your requests for such information are more than one time per year.

**Restrictions:** You may request the acupuncturist apply additional restrictions to any disclosure of your healthcare information. The acupuncturist is not required to respond to the application of these additional restrictions. If the acupuncturist agrees to follow your request regarding additional restrictions, the acupuncturist will follow the agreed restrictions unless an emergency situation dictates otherwise.

**Alternative Communication:** Your rights include the instruction to request how you are communicated to regarding your protected health information. Your request must be in writing and can spell out other ways or other locations regarding your protected health information communication. You must identify agreed upon explanations of payment arrangements under alternative communications.

**Amendment:** You can initiate a written request to amend your protected health information. Included in the amendment must be an explanation why information should be amended. Certain conditions may exist where the acupuncturist may reject your request.

**Electronic Notice:** If you receive a notice electronically, you are entitled to receive the notice in writing as well.

**Questions and Complaints:** If at any time you are unsure or concerned that your protected health information has not been protected or if you believe an error was made in the decision the acupuncturist made about accessing your protected health information; or in the response to a request you made to amend the use or disclosure of your protected health information; or to have the acupuncturist communicate to you by an alternative means or at an alternative location, you have the right to bring this issue forward. You may make a complaint to the U.S. Department of Health and Human Services. The acupuncturist will provide you with the address to file your complaint with the U.S. Department of Health and Human Services at your request.

Privacy of your protected health information remains extremely important; the acupuncturist is committed to ensure your privacy. If you file a concern with the U.S. Department of Health and Human Resources, the acupuncturist will not retaliate in any way. The acupuncturist is available to assist you with any questions, concerns, or complaints.

**Cancellations of Appointments:** Please be courteous and call Healing Life Acupuncture promptly if you are unable to attend an appointment. When we book your appointment, we also spend time to prepare for your visit. I appreciate your early cancellation, which will give another person the possibility to have access to timely acupuncture treatment.

- No charge for cancellations or rescheduling made by phone during our normal business hours **at least 48 hours (not including Sundays or holidays) in advance** of your scheduled appointment. The cancellation is not completed until we confirm back to you.
- If you have sent an email to cancel or reschedule your appointment, please do not consider your appointment changed until I've written back to confirm it. I will email you within 24 business hours of your notice
- Between 47 and 24 hours' notice (not including Sundays or holidays): A cancellation fee equal to 50% of the treatment costs will be charged, although exceptions might be made with an immediate rescheduling of the appointment or for understandable emergency situations.
- Less than 24 hours' notice: A full fee for the scheduled service will be charged, except in proven emergency situations.
- No Show (missed appointment with No notice given) result in full fee + Prep Fee
- Repeated cancellations or missed appointment: Repeated miss appointment may result in loss of future appointment. Cancelling and rescheduling of the same appointment three or more times within six months will trigger a charge equal to the full treatment fee.

I have read and understood the privacy policies of Healing Life Acupuncture, PLLC

Signature of patient \_\_\_\_\_ Date \_\_\_\_\_

Or  
Relationship to Patient (if applicable) \_\_\_\_\_ Date \_\_\_\_\_