

Name: _____ Date of birth: ____/____/____ SSN: _____ Date of accident: _____

Address: _____ City: _____ State: _____ Zip: _____ Attorney's Name: _____

Home Phone: _____ Cell: _____ Email: _____ Attorney's #: _____

GENERAL AND FINANCIAL POLICY

By signing below, you confirm that you have read this policy and understand that:

- It is your responsibility to inform our office staff of any address or telephone number changes.
- Your account is to be kept current. All self-pay or insurance copayments, co-insurance and deductibles will be collected at the time of service payable by cash, check, Visa, MasterCard, Discover, or American Express.
- If you do not have your payment (s), your appointment may be rescheduled.
- If you are unable to keep a scheduled appointment, please notify us 24 hours before your appointment so that we may offer that time to another patient. **There is a \$40.00 charge for missing a scheduled appointment time, or giving less than 24 hours' notice, this includes massage appointments.**
- A return check will result in a \$25.00 service charge and all future payments being required in the form of cash or credit card.
- There a \$45.00 charge for the completion of paperwork (ex: disability, FMLA, etc)
- If your account is turned over to a collection agency, you will be responsible for any costs incurred in collection of said balance, which may include collection agency fees up to 35% of your outstanding balance, court costs and attorney fees.

IF YOU HAVE HEALTH INSURANCE COVERAGE: As a courtesy to you, our office will attempt to pre-verify your primary insurance coverage for your Chiropractic care. Coverage information is obtained from your insurance company using information provided by you prior to your initial visit. **We must emphasize that as medical providers at Comprehensive Chiropractic and Rehab, our relationship is with you, not your insurance company.** Please be advised that the information provided by your insurance company is not a guarantee of payment, only an estimate of what might be covered under your policy at the time of injury.

By signing below, you confirm you understand that:

- It is your responsibility to inform us of any changes to your insurance policy so that your coverage can be re-verified.
- Not all services are a covered benefit with all insurance plans.
- It is your responsibility to be aware of what service (s) is being provided to you and if it is a covered benefit under your insurance.
- You are responsible for any non-covered charges not payable by your insurance policy.
- We will send all required claim forms and documentation to ensure your claims are processed in a timely manner.
- Final determination of benefits available is determined when the claim is sent to your insurance company and we receive an explanation of benefits from them.
- After all co-pays, contracted plan reductions and insurance payment credits are applied to your account, any remaining portion will be your responsibility.
- You are responsible for requesting a referral from your Primary Care doctor if your insurance policy requires one.
- If you are a **MEDICARE PATIENT**, please be advised that Medicare and Medicare Advantage Plans **only cover** Spinal Adjustments in a Chiropractor's office. All services outside of the Spinal Adjustment in our office will be your financial responsibility. As a patient, you are responsible for payment of the yearly Medicare deductible.

We realize that temporary financial problems may affect timely payment of your account. If such problems do arise, we urge you to contact us promptly for assistance in the management of your account. If you have any questions about the above information, *please* do not hesitate to ask us. **WE ARE HERE TO HELP YOU.**

I understand that services rendered by a licensed massage therapist in our office, are NOT reimbursed by insurances and that the office does not provide or fill out forms for insurance purposes. I agree I will be solely responsible for payment of these services at the time the service is provided.

By signing below, you have read and understand the above Financial Policy and agree to meet all financial obligations for services performed at Comprehensive Chiropractic and Rehab, Inc.

CONSENT TO TREATMENT: I hereby authorize and give consent for Dr Wai Wen "Michael" Cheng, and all associate staff to examine and treat me, this includes services that are covered by my health insurance policy and those that are not covered, it is my decision as a patient if I want to have those services performed at an out of pocket expense.

Printed Patient's Name

Signature of Patient/Legal Guardian

Date

CONSENT TO TREAT A MINOR: I hereby authorize and give consent for Dr Wai Wen "Michael" Cheng, and all associate staff to examine and treat my child appropriately, this includes services that are covered by my health insurance policy and those that are not covered, and if needed, treat my minor child _____ (child's name).

Printed Name Legal Guardian

Signature of Legal Guardian

Date

NOTICE OF PRIVACY PRACTICES

Patient Health Information

Under federal law, your patient health information is protected and confidential. Patient health information includes information about your symptoms, test results, diagnosis, treatment, and related medical information. Your health information also includes payment, billing, and insurance information.

How We use your Patient Health Information

We use health information about you for treatment, to obtain payment, and for health care operations, including administrative purposes and evaluation of the quality of care that you receive. Under some circumstances, we may be required to use or disclose the information even without your permission.

Examples of Treatment, Payment, and Health Care Operations

Treatment: We will use and disclose your health information to provide you with medical treatment or services. For example, nurses, physicians, and other members of your treatment team will record information in your record and use it to determine the most appropriate course of care. We may also disclose the information to other health care providers who are participating in your treatment, to pharmacies who are filling your prescriptions, and to family members who are helping with your care.

Payment: We will use and disclose your health information for payment purposes. For example, we may need to obtain authorization from your insurance company before providing certain types of treatment. We will submit bills and maintain records of payment from your health plan.

Health Care Operations: We will use and disclose your health information to conduct our standard internal operations, including proper administration of records, evaluation of the quality of treatment, and to assess the care and outcomes of your case and others like it.

Special Uses

We may use your information to contact you with appointment reminders. We may also contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Other Uses and Disclosures

We may use or disclose identifiable health information about you for other reasons, even without your consent. Subject to certain requirements, we are permitted to give out health information without your permission for the following purposes:

Required by Law: We may be required by law to report gunshot wounds, suspected abuse or neglect, or similar injuries and events.

Research: We may use or disclose information for approved medical research.

Public Health Activities: As required by law, we may disclose vital statistics, diseases, information related to recalls of dangerous products, and similar information to public health authorities.

Health Oversight: We may be required to disclose information to assist in investigations and audits, eligibility for government programs, and similar activities.

Judicial and Administrative Proceedings: We may disclose information in response to an appropriate subpoena or court order.

Law Enforcement Purposes: Subject to certain restrictions, we may disclose information required by law enforcement officials.

Deaths: We may report information regarding deaths to coroners, medical examiners, funeral directors, organ donation agencies.

Serious threat to health or safety: We may use and disclose information when necessary to prevent a serious threat to your health and safety or the health safety of the public or another person.

Military and Special Government Functions: If you are a member of the armed forces, we may release information as required by military command authorities. We may also disclose information to correctional institutions or for national security purposes.

Workers Compensation: We may release information about you for workers compensation or similar programs providing benefits for work-related injuries or illnesses.

In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any further uses and disclosures.

Individual Rights

You have the following rights with regard to your health information. Please contact the person listed below to obtain the appropriate form for exercising these rights.

Request Restrictions: You may request restrictions on certain uses and disclosures of your health information. We are not required to agree to such restrictions, but if we do agree, we must abide by those restrictions.

Confidential Communications: You may ask us to communicate with you confidentially by, for example, sending notices to a special address or not using post cards to remind you of appointments.

Inspect and Obtain Copies: In most cases, you have the right to look at or get a copy of your health information. There may be a small charge for the copies.

Amend Information: If you believe that information in your record is incorrect, or if important information is missing, you have the right to request that we correct the existing information or add the missing information.

Accounting of Disclosures: You may request a list of instances where we have disclosed health information about you for reasons other than treatment, payment or health care operations.

Our Legal Duty

We are required by law to protect and maintain the privacy of your health information, to provide this notice about our legal duties and privacy practices regarding protected health information, and to abide by the terms of the Notice currently in effect.

Changes in Privacy Practices

We may change our policies at any time. Before we make a significant change in our policies, we will change our Notice and post the new Notice in the waiting area and in each examination room. You can also request a copy of our Notice at any time. For more information about our privacy practices, contact the person listed below.

Complaints If you are concerned that we have violated your privacy rights, or if you disagree with a decision we made about your records, you may contact the person listed below. You also may send a written complaint to the U.S. Department of Health and Human Services. The person listed below will provide you with the appropriate address upon request. You will not be penalized in any way for filing a complaint.

Contact Person

If you have any questions, requests, or complaints, please contact:

Comprehensive Chiropractic and Rehab, Inc
Attn: Office Manager
1422 Easton Road
Abington, PA 19001
215-443-5626

Effective Date: April 14, 2003

I, _____
hereby acknowledge receipt of the Notice of Privacy Practices given to me.

Signed: X _____

Date: _____

Acknowledgment from Parent or Guardian of a minor (under the age of 18)

Parent/Guardian's Name: _____

Signature: X _____

Date: _____



Appointment Cancellation Policy

Your health and the health of all our clients matter to us. To ensure that all our clients are treated fairly and are able to receive treatment in a timely manner, Comprehensive Chiropractic and Rehab asks that you provide at least 24-hours' notice if you need to change, reschedule or cancel your appointment. If you change or reschedule your appointment without providing us with 24-hours advance notice or fail to keep your appointment (if you are a no-show) you will be charged a fee of \$40. This fee must be paid before another appointment is scheduled.

Contact our office via phone or text at 215-443-5626 or via email at scheduling@drmikecheng.com

In the event of an emergency, please contact the office manager. They will make a final determination in regards to your situation.

Comprehensive Chiropractic and Rehab reserves the right to refuse services at anytime and without notice.

Massage Services policy additions

In addition to the above policy guidelines please make note of the following regarding massage appointments:

- 1. Late Arrivals: All those arriving late for a scheduled massage appointment, understand that you may still be able to see the therapist, but your time will be shortened to accommodate those whose appointments follow yours. Depending on how late you arrive, the therapist will determine if there is enough time remaining to start treatment. Regardless of the length of the treatment given, you will be responsible for the "full" session. Out of respect and consideration to your therapist and other patients, please plan accordingly and be on time.*
- 2. Packages: If you have purchased a massage package, all appointments that are considered a "no show" or are cancelled without the 24-hour notice will be charged the standard fee. Your account will have massage time deducted from the balance available on your package purchase instead of being billed a separate invoice.*

By checking the following boxes and signing below, I acknowledge the following:

I have received and understand Comprehensive Chiropractic and Rehab's cancellation and rescheduling policy.

I agree that I will be responsible for paying a fee of \$40 in the event that I fail to provide Comprehensive Chiropractic and Rehab with at least 24-hours' notice before changing or canceling my appointment.

I agree that I will notify the office if I am not able to attend a scheduled therapy rather than opting to just not come in and be considered a "no show."

Patient's Name _____ Date of Birth _____

Patient's Signature _____ Date _____ Yes, please copy No copy

If patient is a minor and under the age of 18, signature is required by parent or legal guardian:

Parent/Legal Guardian's Name _____ Signature _____

Relationship to patient _____ Date _____ Yes, please copy No copy



MOTOR VEHICLE ACCIDENT QUESTIONNAIRE

Name: _____ Date of Accident: _____ Time: _____ AM / PM

Intersection: _____ City: _____ State: _____

Police/EMT: YES NO Police Dept: _____ Was a report made? : YES NO

Weather conditions: _____

Hospital ER Visit: YES NO Where: _____ When: IMMEDIATELY NEXT DAY _____

Role during the accident: DRIVER PASSENGER (FRONTSEAT BACKSEAT) PEDESTRAIN

Describe the vehicle you were in: Make: _____ Model: _____ Year: _____

Small-sized car Mid-sized car Large-sized car 2-Door vehicle 4 Door-vehicle

Pick-up truck Sports Utility Vehicle Mini-van or Cargo Van Large truck, bus, semi-truck

What type of vehicle was the car involved? _____

How fast was the vehicle you were in going: _____ mph Other vehicle: _____ mph

At the time of the accident, how were you facing? STRAIGH AHEAD RIGHT LEFT DOWN UP

Did you wear a seatbelt? YES NO Were your brakes applied? YES NO Did the airbags deploy? YES NO

Did you brace yourself for the impact? YES NO

Where was the impact on the car? FRONT REAR LEFT SIDE RIGHT SIDE

Were you shoved at the time of impact? YES NO If yes, FORWARD BACKWARD SIDEWAYS

What part of your body hit the interior of the vehicle? _____

What part of the vehicle did your body hit? _____

Is your vehicle totaled? YES NO If no, how much damage occurred? _____

After the accident, where you: CONSCIOUS UNCONSCIOUS DAZED CONFUSED

What did you feel or experience at that time? _____

Were you shocked or surprised when the accident occurred? Yes No

Describe what happened: _____

Have you had treatment since the accident? YES NO If yes, with who? _____

Current Complaints: _____

Rating of your pain when its at the worse: 0 1 2 3 4 5 6 7 8 9 10

Current medications? _____

Allergies? YES NO If yes, please list them _____

Patient's Signature: _____

Date: _____

Doctor's Signature: _____

Date: _____



Comprehensive Chiropractic & Rehab, Inc.

AUTHORIZATION FOR USE/DISCLOSURE OF HEALTH INFORMATION/MEDICAL RECORDS

Authorization for Use/Disclosure of Information: I _____ voluntarily consent to authorize **Comprehensive Chiropractic & Rehab, Inc (Comprehensive Chiropractic or CCR)** to use and/or disclose my health information and medical records during the term of this Authorization to the practice that I have identified below as the law firm representing a motor vehicle accident case that I was involved in. Date of Loss: _____.

Recipient: *I authorize my medical and health records to be released to:*

Law Firm/Legal Representation: _____

Address: _____

Phone: _____ Fax: _____

Purpose: *I authorize my records to be released to provide documentation of treatment I received, that can potentially be used in a court setting or legal conference regarding the injuries I sustained from the above noted motor vehicle accident.*

Information to be disclosed: *I authorize the release of the following health information: (check all that apply below):*

- All treatment, therapy and healthcare records pertaining to services received and rendered at Comprehensive Chiropractic as ordered, prescribed, and/or administered by Dr. Wai-Wen (Michael) Cheng, DC and staff representing his practice.
- These records include treatment status and prognosis, progress notes, reports and testing results ordered by Dr. Wai-Wen Cheng, a list of scheduled and attended appointments, all billing/claims generated and submitted for services rendered and received.
- All payment details for claims submitted by Comprehensive Chiropractic to _____, known as the automobile insurance company in which I am covered through and provides "Personal Injury Protection" benefits (referred to as PIP coverage) on my policy.
- All payment details for claims submitted by Comprehensive Chiropractic to _____, known as the health insurance company in which I am covered through and provides medical coverage and health benefits. This policy information was provided as secondary coverage in case the "PIP" benefits and claim coverage exhaust prior to completion of treatment.
- All out of pocket cost that the health insurance company which my medical policy is through, will be collected at the time of service (this includes co-pays, deductibles and co-insurance); for which is listed as the patient responsibility, are to be included in final billing report(s) from claims processed through the secondary coverage I provided as a backup for billing purposes.

Term: *Until all court related proceedings are completed regarding the case for which representation was retained.*

Redisclosure: *I understand that my health care provider cannot guarantee that the recipient will not redisclose my health information to a third party. The third party may not be required to abide by this Authorization or applicable federal and state law governing the use and disclosure of my health information.*

Refusal to sign/right to revoke: *I understand that signing this form is voluntary and that if I don't sign, it will not affect the commencement, continuation or quality of my treatment. I understand I can revoke this Authorization by notifying the office.*

Questions: *Contact Comprehensive Chiropractic & Rehab, Inc at 1422 Easton Road, Attn: Office Manager, Abington PA 19001 or 215-443-5626.*

Signature

Date

Signature of Witness

If Individual is unable to sign this Authorization, please complete the information below:

Name of Guardian/Representative

Legal Relationship

Date

Witness



Comprehensive
Chiropractic & Rehab™

AUTHORIZATION FOR USE/DISCLOSURE OF HEALTH INFORMATION/MEDICAL RECORDS

Authorization for Use/Disclosure of Information: I _____ voluntarily consent to authorize

(Name of Hospital or Urgent Care Center)

to use or disclose my health information/medical records during the term of this Authorization to the recipient that I have identified below.

Recipient: I authorize my health care information to be released to the following recipient:

Name: _____ **COMPREHENSIVE CHIROPRACTIC & REHAB, INC** _____

Address: **1422 EASTON ROAD, ABINGTON PA 19001** _____ Phone: **215-443-5626** Fax: **215-443-5973** _____

Purpose: I authorize the release of my health information for the following specific purpose: **continuity of care.**

Information to be disclosed: I authorize the release of the following health information: (check one box below)

All of my health information that my provider has in his or her possession, including information relating to any medical history, mental or physical condition and any treatment received by me.

Only the following records or types of health information:

Emergency Department or Urgent Care Center visit records following a MVA on _____, and all radiology reports (including MRI's, X-rays, and CT Scans)

Term: I understand that this Authorization will remain in effect:

From the date of this Authorization until the _____ day of _____, 20____.

Until the Provider fulfills this request.

Until the following event occurs: _____

Redisclosure: I understand that my health care provider cannot guarantee that the recipient will not redisclose my health information to a third party. The third party may not be required to abide by this Authorization or applicable federal and state law governing the use and disclosure of my health information.

Refusal to sign/right to revoke: I understand that signing this form is voluntary and that if I don't sign, it will not affect the commencement, continuation or quality of my treatment at CCR. If I change my mind, I understand that I can revoke this Authorization by providing a written notice of revocation to Comprehensive Chiropractic & Rehab, Inc at the address listed below. The revocation will be effective immediately upon my health care provider's receipt of my written notice, except that the revocation will not have any effect on any action taken by my health care provider in reliance on this Authorization before it received my written notice of revocation.

Questions: I may contact Comprehensive Chiropractic & Rehab, Inc for answers to my questions about the privacy of my health information at 1422 Easton Road, Attn: Office Manager, Abington PA 19001, or by telephone at 215-443-5626.

X

Signature

Date

Signature of Witness

If Individual is unable to sign this Authorization, please complete the information below:

Name of Guardian/
Representative

Legal Relationship

Date

Witness