All answers on this form are kept confidential according to HIPPA regulations.

New Patient History **Today's Date** _____

Name _____ Gender _____ Date of Birth _____
(last name, first name, middle initial) (M or F)

Address _____ Email _____

City_____State_____Zip_____ Age _____ Height/Weight _____

Home Phone ( ) _____ Cell Phone ( ) _____ Work Phone ( ) _____

Occupation _____ Employer _____

Marital Status _____
(Single; Married; Separated; Divorced)

Number of Children _____ (living) _____(deceased)

Who referred you to the Center for Chiropractic & Wellness? _____

Who is Responsible for Bill? _____

Name of Spouse or Insured _____ Employer _____

Spouses [Insured's] S.S. #_____ Spouse [Insured's] Birth Date: _____

Emergency Contact Information

Name _____ Phone Number _____ Relation to You _____

Primary Care Physician: Name _____ Phone ( ) _____

His/Her Address _____

Other doctors seen for this condition _____

_____

_____

Diagnosis and type of treatment _____

_____

_____

What are your main reasons for seeking treatment today? _____

_____

_____

Have you lost any days of work? Yes _____ No _____ Dates: _____

What type of service do you desire?

_____ 1) Temporary relief of symptoms/pain control
_____ 2) Eradication of the tendencies causing your condition.
_____ 3) Balanced optimum health care. Elimination of root/cause of problem, if possible.
_____ 4) Maintenance care.

How would you classify your condition?:

_____ 1) Minor.
_____ 2) Involved.
_____ 3) Fairly severe and progressively getting worse.

FOR WOMEN
Date of last: PAP _____ Bone Density Scan _____ Mammogram _____
Age of 1st period (menarche) _____ Age of last period (menopause) _____

FOR MEN
Date of last prostate checkup _____ PSA results _____ Manual prostate exam results _____
Lab results _____

FOR EVERYONE
Have you had or do you have the following Sexually Transmitted Diseases:

☐ Gonorrhea ☐ Syphilis ☐ HIV/AIDS ☐ HPV ☐ Chlamydia ☐ Herpes Date _____

Please check the appropriate boxes if you currently have, or have had in the past, any of the following addictions. *If you are currently in a state of recovery, please also indicate recovery period.*

☐ Prescription Drugs Please indicate drug(s) and length of time of addiction: _____

☐ Street Drugs Please indicate drug(s) and length of time of addiction: _____

☐ Alcohol Please indicate length of time of addiction: _____

☐ Tobacco Please indicate length of time of addiction: _____

List any medications and supplements you are currently taking (feel free to request more paper from the front desk):

Medicine	Dosage	Reason	How Long	Prescribed by	Date of last checkup

Please indicate the use and frequency of the following:

	Yes	No	How much and how often?
Coffee/black tea	☐	☐	_____
Non-medical drugs	☐	☐	_____
Tobacco	☐	☐	_____
Alcohol	☐	☐	_____
Water Intake	☐	☐	_____
Soda Pop	☐	☐	_____

List any accidents, surgeries, hospitalizations, or trauma (include date): _____

_____

_____

Lab Results (include copies): _____

_____

List any allergies, food sensitivities, or food cravings that you have. _____

_____

Is there anything in your personal or medical history that you have not yet listed (example: recent personal or occupational trauma)? If yes, please explain. _____

_____

_____

SYMPTOM SURVEY FORM

Patient _____ Doctor _____ Date _____

Birth Date ___/___/___ Approx Weight _____ Vegetarian: Yes ☐ No ☐

INSTRUCTIONS: Fill in only the circles which apply to you. Leave blank if you don't have the problem.
* Fill in the circle marked 1 for MILD symptoms (occurred once or twice last 6 months). ●○○
* Fill in the circle marked 2 for MODERATE symptoms (occurred once or twice last month). ○●○
* Fill in the circle marked 3 for SEVERE symptoms (chronic, occurred once or twice last week). ○○●

Leave circles BLANK if they don't apply to you! ○○○

GROUP 1

	1 2 3	
1	○○○	Acid foods upset
2	○○○	Get chilled often
3	○○○	"Lump" in throat
4	○○○	Dry mouth-eyes-nose
5	○○○	Pulse speeds after meal
6	○○○	Keyed up - fail to calm
7	○○○	Cut heals slowly
8	○○○	Gag easily
9	○○○	Unable to relax; startles easily
10	○○○	Extremities cold, clammy
11	○○○	Strong light irritates
12	○○○	Urine amount reduced
13	○○○	Heart pounds after retiring
14	○○○	"Nervous" stomach
15	○○○	Appetite reduced
16	○○○	Cold sweats often
17	○○○	Fever easily raised
18	○○○	Neuralgia-like pains
19	○○○	Staring, blinks little
20	○○○	Sour stomach often

GROUP 2

	1 2 3	
21	○○○	Joint stiffness on arising
22	○○○	Muscle-leg-toe cramps at night
23	○○○	"Butterfly" stomach, cramps
24	○○○	Eyes or nose watery
25	○○○	Eyes blink often
26	○○○	Eyelids swollen, puffy
27	○○○	Indigestion soon after meals
28	○○○	Always seems hungry; feels "lightheaded" often
29	○○○	Digestion rapid
30	○○○	Vomiting frequent
31	○○○	Hoarseness frequent
32	○○○	Breathing irregular
33	○○○	Pulse slow; feels "irregular"
34	○○○	Gagging reflex slow
35	○○○	Difficulty swallowing
36	○○○	Constipation, diarrhea alternating
37	○○○	"Slow starter"
38	○○○	Get "chilled" infrequently
39	○○○	Perspire easily
40	○○○	Circulation poor, sensitive to cold
41	○○○	Subject to colds, asthma, bronchitis

GROUP 3

	1 2 3	
42	○○○	Eat when nervous
43	○○○	Excessive appetite
44	○○○	Hungry between meals
45	○○○	Irritable before meals
46	○○○	Get "shaky" if hungry
47	○○○	Fatigue, eating relieves
48	○○○	"Lightheaded" if meals delayed
49	○○○	Heart palpitates if meals missed or delayed
50	○○○	Afternoon headaches
51	○○○	Overeating sweets upsets
52	○○○	Awaken after few hours sleep - hard to get back to sleep
53	○○○	Crave candy or coffee in afternoons
54	○○○	Moods of depression - "blues" or melancholy
55	○○○	Abnormal craving for sweets or snacks

GROUP 4

	1 2 3	
56	○○○	Hands and feet go to sleep easily, numbness
57	○○○	Sigh frequently, "air hunger"
58	○○○	Aware of "breathing heavily"
59	○○○	High altitude discomfort
60	○○○	Opens windows in closed rooms
61	○○○	Susceptible to colds and fevers
62	○○○	Afternoon "yawner"
63	○○○	Get "drowsy" often
64	○○○	Swollen ankles, worse at night
65	○○○	Muscle cramps, worse during exercise; get "charley horses"
66	○○○	Shortness of breath on exertion
67	○○○	Dull pain in chest or radiating into left arm, worse on exertion
68	○○○	Bruise easily, "black and blue" spots
69	○○○	Tendency to anemia
70	○○○	"Nose bleeds" frequent
71	○○○	Noises in head, or "ringing in ears"
72	○○○	Tension under the breastbone, or feeling of "tightness", worse on exertion

SYMPTOM SURVEY FORM - PAGE 2

GROUP 5

	1	2	3	
73	○	○	○	Dizziness
74	○	○	○	Dry skin
75	○	○	○	Burning feet
76	○	○	○	Blurred vision
77	○	○	○	Itching skin and feet
78	○	○	○	Excessive falling hair
79	○	○	○	Frequent skin rashes
80	○	○	○	Bitter, metallic taste in mouth in mornings
81	○	○	○	Bowel movements painful or difficult
82	○	○	○	Worrier, feels insecure
83	○	○	○	Feeling queasy; headache over eyes
84	○	○	○	Greasy foods upset
85	○	○	○	Stools light colored
86	○	○	○	Skin peels on foot soles
87	○	○	○	Pain between shoulder blades
88	○	○	○	Use laxatives
89	○	○	○	Stools alternate from soft to watery
90	○	○	○	History of gallbladder attacks or gallstones
91	○	○	○	Sneezing attacks
92	○	○	○	Dreaming, nightmare type bad dreams
93	○	○	○	Bad breath (halitosis)
94	○	○	○	Milk products cause distress
95	○	○	○	Sensitive to hot weather
96	○	○	○	Burning or itching anus
97	○	○	○	Crave sweets

GROUP 6

	1	2	3	
98	○	○	○	Loss of taste for meat
99	○	○	○	Lower bowel gas several hours after eating
100	○	○	○	Burning stomach sensations, eating relieves
101	○	○	○	Coated tongue
102	○	○	○	Pass large amounts of foul-smelling gas
103	○	○	○	Indigestion 1/2 - 1 hour after eating; may be up to 3-4 hrs.
104	○	○	○	Mucous colitis or "irritable bowel"
105	○	○	○	Gas shortly after eating
106	○	○	○	Stomach "bloating" after

GROUP 7

(A)

	1	2	3	
107	○	○	○	Insomnia
108	○	○	○	Nervousness
109	○	○	○	Can't gain weight
110	○	○	○	Intolerance to heat
111	○	○	○	Highly emotional
112	○	○	○	Flush easily
113	○	○	○	Night sweats
114	○	○	○	Thin, moist skin
115	○	○	○	Inward trembling
116	○	○	○	Heart palpitates
117	○	○	○	Increased appetite without weight gain
118	○	○	○	Pulse fast at rest
119	○	○	○	Eyelids and face twitch
120	○	○	○	Irritable and restless
121	○	○	○	Can't work under pressure

(B)

	1	2	3	
122	○	○	○	Increase in weight
123	○	○	○	Decrease in appetite
124	○	○	○	Fatigue easily
125	○	○	○	Ringing in ears
126	○	○	○	Sleepy during day
127	○	○	○	Sensitive to cold
128	○	○	○	Dry or scaly skin
129	○	○	○	Constipation
130	○	○	○	Mental sluggishness
131	○	○	○	Hair coarse, falls out
132	○	○	○	Headaches upon arising, wear off during day
133	○	○	○	Slow pulse, below 65
134	○	○	○	Frequency of urination
135	○	○	○	Impaired hearing
136	○	○	○	Reduced initiative

(C)

	1	2	3	
137	○	○	○	Failing memory
138	○	○	○	Low blood pressure
139	○	○	○	Increased sex drive
140	○	○	○	Headaches, "splitting or rending" type
141	○	○	○	Decreased sugar tolerance

(D)

	1	2	3	
142	○	○	○	Abnormal thirst
143	○	○	○	Bloating of abdomen
144	○	○	○	Weight gain around hips or waist
145	○	○	○	Sex drive reduced or lacking
146	○	○	○	Tendency to ulcers, colitis
147	○	○	○	Increased sugar tolerance
148	○	○	○	Women: menstrual disorders
149	○	○	○	Young girls: lack of menstrual function

(E)

	1	2	3	
150	○	○	○	Dizziness
151	○	○	○	Headaches
152	○	○	○	Hot flashes
153	○	○	○	Increased blood pressure
154	○	○	○	Hair growth on face or body (female)
155	○	○	○	Sugar in urine (not diabetes)
156	○	○	○	Masculine tendencies (female)

(F)

	1	2	3	
157	○	○	○	Weakness, dizziness
158	○	○	○	Chronic fatigue
159	○	○	○	Low blood pressure
160	○	○	○	Nails weak, ridged
161	○	○	○	Tendency to hives
162	○	○	○	Arthritic tendencies
163	○	○	○	Perspiration increase
164	○	○	○	Bowel disorders
165	○	○	○	Poor circulation
166	○	○	○	Swollen ankles
167	○	○	○	Crave salt
168	○	○	○	Brown spots or bronzing of skin
169	○	○	○	Allergies - tendency to asthma
170	○	○	○	Weakness after colds, influenza
171	○	○	○	Exhaustion - muscular and nervous
172	○	○	○	Respiratory disorders

SYMPTOM SURVEY FORM - PAGE 3

GROUP 8

	1	2	3	
173	○	○	○	Apprehension
174	○	○	○	Irritability
175	○	○	○	Morbid fears
176	○	○	○	Never seems to get well
177	○	○	○	Forgetfulness
178	○	○	○	Indigestion
179	○	○	○	Poor appetite
180	○	○	○	Craving for sweets
181	○	○	○	Muscular soreness
182	○	○	○	Depression; feelings of dread
183	○	○	○	Noise sensitivity
184	○	○	○	Acoustic hallucinations
185	○	○	○	Tendency to cry without reason
186	○	○	○	Hair is coarse and/or thinning
187	○	○	○	Weakness
188	○	○	○	Fatigue
189	○	○	○	Skin sensitive to touch
190	○	○	○	Tendency toward hives
191	○	○	○	Nervousness
192	○	○	○	Headache
193	○	○	○	Insomnia
194	○	○	○	Anxiety
195	○	○	○	Anorexia
196	○	○	○	Inability to concentrate; confusion
197	○	○	○	Frequent stuffy nose; sinus infections
198	○	○	○	Allergy to some foods
199	○	○	○	Loose joints

FEMALE ONLY

	1	2	3	
200	○	○	○	Very easily fatigued
201	○	○	○	Premenstrual tension
202	○	○	○	Painful menses
203	○	○	○	Depressed feelings before menstruation
204	○	○	○	Menstruation excessive and prolonged
205	○	○	○	Painful breasts
206	○	○	○	Menstruate too frequently
207	○	○	○	Vaginal discharge
208			○	Hysterectomy / ovaries removed
209	○	○	○	Menopausal hot flashes
210	○	○	○	Menses scanty or missed
211	○	○	○	Acne, worse at menses
212	○	○	○	Depression of long standing

MALE ONLY

	1	2	3	
213	○	○	○	Prostate trouble
214	○	○	○	Urination difficult or dribbling
215	○	○	○	Night urination frequent
216	○	○	○	Depression
217	○	○	○	Pain on inside of legs or heels
218	○	○	○	Feeling of incomplete bowel evacuation
219	○	○	○	Lack of energy
220	○	○	○	Migrating aches and pains
221	○	○	○	Tire too easily
222	○	○	○	Avoids activity
223	○	○	○	Leg nervousness at night
224	○	○	○	Diminished sex drive

IMPORTANT

Please list the five main complaints you have in the order of their importance:

1. _____
2. _____
3. _____
4. _____
5. _____

BARNES THYROID TEST

This test was developed by Dr. Broda Barnes, M.D. and is a measurement of the underarm temperature to determine hypo and hyperthyroid states. The test is conducted by the patient in the a.m. before leaving bed - with the temperature being taken for 10 minutes. The test is invalidated if the patient expends any energy prior to taking the test - getting up for any reason, shaking down the thermometer, etc. It is important that the test be conducted for exactly 10 minutes, making the prior positioning of both the thermometer and a clock important.

PRE-MENSES FEMALES AND MENOPAUSAL FEMALES

Any two days during the month

FEMALES HAVING MENSTRUAL CYCLES

The 2nd and 3rd day of flow OR any 5 days in a row

MALES

Any 2 days during the month

You can do the following test at home to see if you may have a functional low thyroid. Use an oral thermometer or a digital one. When you use a digital one, place the probe under your arm for 5 minutes then turn your machine on; continue on for an additional 5 minutes. When using a regular one, shake down the night before.

Date	_____	Temperature	_____
Date	_____	Temperature	_____
Date	_____	Temperature	_____
Date	_____	Temperature	_____
Date	_____	Temperature	_____
Date	_____	Temperature	_____
Date	_____	Temperature	_____

Patient Agreement for Ion Cleanse

What are the Contraindications associated with Ion Cleanse?

- Pregnant and Nursing Women.
- Patients with Pacemakers.
- Stroke victims on medication.
- Patients who suffer from a psychotic disorder and are also on medications.
- Patients on Coumadin.
- Organ transplant or missing part of colon.
- If a patient has hypoglycemia, it is recommended that a patient eat 1 hour prior to treatment.
- Please take all medications after treatment.
- Patients who experience seizures and are also on medications.

I understand the contraindications listed above and agree to be treated with Ion Cleanse.

Patient Name (Print): _____ Date: _____

Patient Signature: _____ Date: _____

Consent for Purposes of Treatment, Payment And Healthcare Operations

My "protected health information" means health information, including my demographic information collected from me and created or received by my physician. This protected health information relates to my past, present or future physical or mental health condition and identifies me or there is a reasonable basis to believe the information may identify me.

I consent to the use or disclosure of my protected health information by Center for Chiropractic & Wellness for the purpose of diagnosing or providing treatment to me, obtaining payment for my health care bills or to conduct health care operations of Center for Chiropractic & Wellness. I understand that Dr. Jennifer Greenfield, Dr. Kira Cervenka, Brian Kramer, L. Ac., Robert Lawrence, L. Ac., Emily Horn, L.M.B.T. and Lori Todd, L.M.B.T may refuse to diagnose or treat me, if I do not consent to the disclosure of my protected health information for the purposes stated above. (My signature on this document is evidence of this consent).

I understand I have the right to request a restriction as to how my protected health information is used or disclosed to carry out treatment, payment or healthcare operations of the practice. Center for Chiropractic & Wellness is not required to agree to the restrictions that I may request. However, if Center for Chiropractic & Wellness agrees to a restriction that I request, the restriction is binding on Center for Chiropractic & Wellness, Dr. Jennifer Greenfield, Dr. Kira Cervenka, Brian Kramer, L. Ac., Robert Lawrence, L. Ac., Emily Horn, L.M.B.T and Lori Todd, L.M.B.T.

I understand I have a right to review Center for Chiropractic & Wellness' Notice of Privacy Practices prior to signing this document. Center for Chiropractic & Wellness' Notice of Privacy Practices has been provided to me. The notice of Privacy Practices describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of Center for Chiropractic & Wellness. The Notice of Privacy Practices for Center for Chiropractic & Wellness is also provided on request at the main administrative desk of this practice. Notice of Privacy Practices also describes my rights and Center for Chiropractic & Wellness duties with respect to my protected health information.

Center for Chiropractic & Wellness reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised notice of privacy practices by calling Center for Chiropractic & Wellness office and requesting a revised copy be sent in the mail or asking for one at the time of my next appointment.

I have the right to revoke this consent, in writing at any time, except to the extent that Center for Chiropractic & Wellness, Dr. Jennifer Greenfield, Dr. Kira Cervenka, Brian Kramer, L. Ac., Robert Lawrence, L.Ac., Emily Horn, L.M.B.T. and Lori Todd, L.M.B.T. have taken action in reliance on this consent.

_____ _____

Signature of Patient or Personal Representative Date

_____

Name of Patient or Personal Representative

_____

Description of Personal Representative's Authority

Center for Chiropractic & Wellness
Patient Missed Appointment Policy

Definitions:
Policy—a method or course of action designed to influence and determine decisions/a guiding principle or procedure.
Appointment—a meeting with someone at a certain time or place
Missed—fail to keep, do, or be present at

It is our wish that each and every one of our patients receives the very best care and service possible. Your Treatment Program consists of a specific series of treatments given over a pre-planned time span. If you cannot follow this plan, then you will not receive the desired results.

If we did not insist that you meet all of your appointments, we would be doing you a disservice and it would be indicative that we did not care. We do not want to do you a disservice and we do care about you and the success of your program here. Therefore, we have a few simple rules that we insist you follow:

1. Meet all of your scheduled appointments. Arrange the activities in you life so that this can occur.
2. If you become ill, we still want you to come in, because your treatment will help you recover.
3. If you are unable to make it due to an emergency, please call and let us know so that we can reschedule your appointment
4. With the exception of unexpected emergencies, please call and let us know at least 24 hours in advance to change the appointment.
5. All canceled or missed appointments must be rescheduled and made up within 1 week.
6. Service charges for missing an appointment are as follows:

Dr. Jennifer Greenfield: AK/NET/NAET
15 Minute Appt. $27.50
Brian Kramer L.Ac: / Robert Lawrence L.Ac.
Acupuncture Initial Consult $25
1 Hour Treatments $40
Dr. Jennifer Greenfield, Dr. Kira Cervenka
15 min. Chiropractic Appointment $40
30 min. Chiropractic Appointment $60
Emily Horn L.M.B.T. / Lori Todd L.M.B.T
1 hour massage $37.50
Ion Cleanse:
Cleanse Treatment $25

**** Patients with packages will have one treatment deducted from their package for each 15 minute time slot.**

* Note: Confirmation calls are made the day before each patient's appointment. These calls are a courtesy service, meant to remind patients of their appointment times. However, failure to receive a call does NOT validate a missed appointment.

I have read and understand the above policy

Patient's Name:_____ Signature:_____

Doctor's Signature:_____

Center for Chiropractic & Wellness
8300 Health Park, Ste 133
Raleigh, NC 27615

919-845-3280

(Consent to use PHI) Notice of Privacy Practices - Acknowledgement & Consent

Acknowledgement for Consent to Use and Disclosure of Protected Health Information

Use and Disclosure of your Protected Health Information

Your Protected Health Information will be used by Center for Chiropractic & Wellness or may be disclosed to others for the purposes of treatment, obtaining payment, or supporting the day-to-day health care operations of this office.

Notice of Privacy Practices

You should review the Notice of Privacy Practices for a more complete description of how your Protected Health Information may be used or disclosed. It describes your rights as they concern the limited use of health information, including your demographic information, collected from you and created or received by this office. You may review the Notice prior to signing this consent. You may request a copy of the Notice at the Front Desk.

Requesting a Restriction on the Use or Disclosure of Your Information

- You may request a restriction on the use or disclosure of your Protected Health Information.
- This office may or may not agree to restrict the use or disclosure of your Protected Health Information.
- If we agree to your request, the restriction will be binding with this office. Use or disclosure of protected information in violation of an agreed upon restriction will be a violation of the federal privacy standards.

Revocation of Consent

You may revoke this consent to the use and disclosure of your Protected Health Information. You must revoke this consent in writing. Any use or disclosure that has already occurred prior to the date on which your revocation of consent is received will not be affected.

By my signature below I give my permission to use and disclose my health information.

Patient or Legally Authorized Individual Signature	Date
Print Patient's Full Name	Time
Witness Signature	Date

Center for Chiropractic & Wellness
8300 Health Park, Ste 133
Raleigh, NC 27615

919-845-3280

Notice of Patient Privacy Policy

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.

If you have any questions about this Notice please contact our Privacy Officer or any staff member in our office.

Our Privacy Officer is Alicia Kerins

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out your treatment, collect payment for your care and manage the operations of this clinic. It also describes our policies concerning the use and disclosure of this information for other purposes that are permitted or required by law. It describes your rights to access and control your protected health information. "Protected Health Information" (PHI) is information about you, including demographic information that may identify you, that relates to your past, present, or future physical or mental health or condition and related health care services.

We are required by federal law to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice at any time. The new notice will be effective for all protected health information that we maintain at that time. You may obtain revisions to our Notice of Privacy Practices by accessing our website www.ChiropractorNC.com, calling the office and requesting that a revised copy be sent to you in the mail or asking for one at the time of your next appointment.

A. Uses and Disclosures of Protected Health Information

By applying to be treated in our office, you are implying consent to the use and disclosure of your protected health information by your doctor, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you. Your protected health information may also be used and disclosed to bill for your health care and to support the operation of the practice.

Uses and Disclosures of Protected Health Information Based Upon Your Implied Consent
Following are examples of the types of uses and disclosures of your protected health care information we will make, based on this implied consent. These examples are not meant to be exhaustive but to describe the types of uses and disclosures that may be made by our office.

- **Treatment:** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party that has already obtained your permission to have access to your protected health information. For example, we would disclose your protected health information, as necessary, to another physician who may be treating you. Your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your doctor, becomes involved in your care by providing assistance with your health care diagnosis or treatment.

- **Payment:** Your protected health information will be used, as needed, to obtain payment for your health care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you such as making a determination of eligibility or coverage for insurance benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities. For example, obtaining approval for chiropractic spinal adjustments may require that your relevant protected health information be disclosed to the health plan to obtain approval for those services.

- **Healthcare Operations:** We may use or disclose, as needed, your protected health information in order to support the business activities of this office. These activities may include, but are not limited to, quality assessment activities, employee review activities and training of chiropractic students.

  For example, we may disclose your protected health information to chiropractic interns or precepts that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your doctor. Communications between you and the doctor or his assistants may be recorded to assist us in accurately capturing your responses; we may also call you by name in the reception area when your doctor is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We "Do - Do Not" have open therapy/adjusting areas.

We will share your protected health information with third party "business associates" that perform various activities (e.g., billing, transcription services for the practice). Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract with that business associate that contains terms that will protect the privacy of your protected health information.

We may use or disclose your protected health information, as necessary, to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also use and disclose your protected health information for other internal marketing activities. For example, your name and address may be used to send you a newsletter about our practice and the services we offer, we will ask for your authorization. We may also send you information about products or services that we believe may be beneficial to you. You may contact our Privacy Officer to request that these materials not be sent to you.

Uses and Disclosures of Protected Health Information That May Be Made Only With Your Written Authorization

Other uses and disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below.

- *disclosures of psychotherapy notes*
- *uses and disclosures of Protected Health Information for marketing purposes;*
- *disclosures that constitute a sale of Protected Health Information;*
- *Other uses and disclosures not described in the Notice of Privacy Practices will be made only with authorization from the individual.*

You may revoke any of these authorizations, at any time, in writing, except to the extent that your doctor or the practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Other Permitted and Required Uses and Disclosures That May Be Made With Your Authorization or Opportunity to Object

In the following instance where we may use and disclose your protected health information, you have the opportunity to agree or object to the use or disclosure of all or part of your protected health information. If you are not present or able to agree or object to the use or disclosure of the protected health information, then your doctor may, using professional judgment, determine whether the disclosure is in your best interest. In this case, only the protected health information that is relevant to your health care will be disclosed.

- Others Involved in Your Healthcare: Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your protected health information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location or general condition. Finally, we may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your health care.

Other Permitted and Required Uses and, Disclosures That May Be Made Without Your Consent, Authorization or Opportunity to Object

We may use or disclose your protected health information in the following situations without your consent or authorization. These situations include:

- Required By Law: We may use or disclose your protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

- Public Health: We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

- Communicable Diseases: We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

- Health Oversight: We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.

- Abuse or Neglect: We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

- Legal Proceedings: We may disclose protected health information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.

- **Law Enforcement:** We may also disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (I) legal process and otherwise required by law, (2) limited information requests for identification and location purposes, (3) pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs on the premises of the Practice, and (6) medical emergency (not on the Practice's premises) and it is likely that a crime has occurred.

- **Workers' Compensation:** We may disclose your protected health information, as authorized, to comply with workers' compensation laws and other similar legally-established programs.

- **Required Uses and Disclosures:** Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500 et. seq.

B. Your Rights

Following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

- **You have the right to inspect and copy your protected health information.** This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. A "designated record set" contains medical and billing records and any other records that your doctor and the Practice uses for making decisions about you.

  Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information complied in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewed. In some circumstances, you may have a right to have this decision reviewed. Please contact our Privacy Officer, if you have questions about access to your medical record.

- **You have the right to request a restriction of your protected health information.** This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. *You have the right to restrict certain disclosures of Protected Health Information to a health plan when you pay out of pocket in full for the healthcare delivered by our office*. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must be in writing and state the specific restriction requested and to whom you want the restriction to apply. *You may opt out of fundraising communications in which our office participates.*

  Your provider is not required to agree to a restriction that you may request. If the doctor believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. If your doctor does agree to the requested restriction, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment. With this in mind, please discuss any restriction you wish to request with your doctor.

  You may request a restriction by presenting your request, in writing to the staff member identified as "Privacy Officer" at the top of this form. The Privacy Officer will provide you with "Restriction of Consent" form. Complete the form, sign it, and ask that the staff provide you with a photocopy of your request initialed by them. This copy will serve as your receipt.