# **REGISTRATION & CONTACT INFORMATION**

Dr. Alexandra Porter, **Healing Touch Medicine, LLC** | 1005 West San Nicolas Circle | Tucson, AZ | 85104 Phone: 206-714-6482 | <u>naturallyfit@gmail.com</u>

Patient Name	First	M	Last	Preferred name			
Date of Birth	/ /		Sex   Male   Female	Date of First V	isit	/ /	
Street address		Street	Apt/	Suite/Unit #			
City			State	ZIP Co	de		
Preferred phone n	umber: (	)	- Phon	e type:   Home	Cell 🗆 W	ork □ Other	
_			- Phon				
-				nmunication Prefe			The same of the sa
Occupation & Em	ployer:		W	ork phone: (	)	_	
			me of Spouse/Partner				
			younger)				
Emergency			required <u>Em</u> ergency  Relationsh				
	ne # ()			one # ()			
I, the undersigned, ur otherwise there is a 1 of the full appointme for such treatment. I I fee on all checks retu he/she is obligated to within 60 days, a \$5.0	nderstand that pay 0% billing fee. Mont. Sliding scale have been informed transport by my bank to pay for the accordion per visit/per m	rment is expect dissed appoints on a case by cased of the fees for NSF (per RCW ount. Should the onth rebilling for	ed in-full at the time of servicements or less than 24 hour noting basis. I authorize treatment or services. I will not withhold (62A, 3-515 & 520). The under balance of the account except will be applied (per RCW1) eduling policies outlined on the	e. Prices are \$120 and ce of appointment can tof the person named or delay payment. I hersigned agrees that weed an amount the un 9.52). I also understant	hour and neellation I above an ave been whether he ndersigned and that by	due at time of se will result in the ad agree to pay a informed of the \$ c/she signs as an d is able to pay	ervice e price Ill fees 35.00 agent in ful
Signature of patient of	or parent/legal gu	ardian		Date signed			

### INFORMED CONSENT FOR TREATMENT

Dr. Alexandra Porter, Healing Touch Medicine, LLC.

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I, \_\_\_\_\_\_(full name or name of parent/guardian), hereby authorize the Naturopathic Physician to perform the following specific procedure(s) as necessary to facilitate a diagnosis and treatment:

- Common diagnostic procedures: e.g., venipuncture, Pap smears, and laboratory.
- Minor office procedures: e.g., dressing a wound, ear cleansing.
- Medicinal use of nutrition: therapeutic nutrition, nutritional supplementation of vitamins, minerals, amino acids and other nutritional or therapeutic substances.
- Botanical medicine: botanical substances (herbal medicines) may be prescribed as teas, alcoholic tinctures, capsules, tablets, cremes, plasters, or suppositories.
- Homeopathic medicine: the use of highly dilute quantities of naturally occurring plants, animals and minerals to gently stimulate the body's healing responses.
- Lifestyle counseling and hygiene: diet therapy, fasting, elimination diets, promotion of wellness including recommendations for exercise, sleep, stress reductions, and balancing of work and social activities.
- · Psychological counseling.
- Physical medicine, ultrasound, and bodywork.

The naturopathic doctor will and explain to my satisfaction the basic procedures of the above therapies and the risks and benefits of the care I will receive and I have been given the opportunity to ask questions about the treatment plan and procedures. I recognize certain potential risks and benefits of the procedures I am receiving, as they were described to me and as described more generally below:

- POTENTIAL RISKS: allergic reactions to prescribed herbs and supplements, side effects of natural medications, inconvenience of lifestyle changes, venipuncture for diagnostic testing, and possible prescription drug interaction with prescribed natural supplements or products.
- **POTENTIAL BENEFITS:** restoration of health and the body's maximal functional capacity, relief of pain and symptoms of disease, assistance in injury and disease recovery, and prevention of disease or its progression.
- NOTICE TO PREGNANT WOMEN: All female patients must inform the treating doctor if they know or suspect that they are pregnant as some of the procedures and therapies described above may present a risk to the pregnancy.
- **CONSENT:** With this knowledge, I voluntarily consent to the above procedure(s), realizing that no guarantees or warrantees have been given to me by Positive Touch Medicine or any of its personnel regarding cure or improvement of my condition. I understand that I am free to withdraw my consent and to discontinue participation in these procedures at any time.
- **CONFIDENTIALITY:** I understand that a record will be kept of the health services provided to me. This record will be kept confidential and will not be released to others unless so directed by my lawful representative, or me or unless law permits or requires it. I understand that I may request to view my medical records and can request a copy of it by paying the appropriate copying fee.

I understand that a medical record will be kept for a minimum of seven years after the date of my last visit. I understand that information from my medical record may be analyzed for research purposes, and that my identity will be protected and kept confidential. I understand that my practitioner will answer any questions I have, to the best of his/her ability. I certify that I have read and fully understand this consent and the matters, which have been explained to me. I further certify that I have full authority and accept full responsibility to execute this consent for and on behalf of the patient named below and that I am signing freely and voluntarily.

### SCHEDULING AND APPOINTMENT POLICIES

Dr. Alexandra Porter, **Healing Touch Medicine, LLC.** 

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#### MISSED APPOINTMENTS

Healing Touch Medicine requires at least 24 hours' notice of cancellation for all appointments. This ensures maximum availability for our patients by allowing the office staff time to notify those who may be waiting for an appointment.

A minimum of \$75.00 up to the cost of a full visit (\$150.00) will be charged for missed or cancelled appointments without adequate notice. Please note that these missed appointment fees are not billable to your health plan; these charges are an automatic out-of-pocket patient responsibility.

The first missed appointment fee may be waived. The second will result in a charge of \$75.00 to your account. The third missed appointment will result in a charge that covers the cost of the visit (up to \$150.00) and will only be allowed to schedule same-day appointments or may be dismissed from the clinic.

This policy applies to all patients, except in the case of unavoidable emergencies.

#### LATE ARRIVALS

The clinic allots a specific amount of time for each treatment. In the event of a late arrival, the length of your treatment will be adjusted to that time allotment. Please call the clinic if you know that you are running late. After 20 minutes with no contact, we will assume that the appointment has been missed and we will have to reschedule your appointment. The visit might also be subject to a missed appointment fee.

#### NEW PATIENTS AND FIRST OFFICE CALLS

Due to the longer amount of time that first office calls require, new patients who cancel or reschedule without adequate notice will no longer be able to schedule an appointment until they pay a \$75.00 missed appointment fee. They will not be able to schedule with any other practitioner at this practice until this fee is paid.

SIGNATURE OF PATIENT OR PARENT/LEGAL GUARDIAN	DATE SIGNED

## STATEMENT OF PRIVACY PRACTICES

Dr. Alexandra Porter, **Healing Touch Medicine, LLC**. | 1005 West San Nicolas Circle | Tucson, AZ | 85107 Phone: 206-714-6482 | <u>naturallyfit@gmail.com</u>

Our office is dedicated to protecting the privacy rights of our patients and the confidential information entrusted to us. The commitment of each practitioner and employee is to ensure that your health information is never compromised is a principal concept of our practice. We may from time to time amend our privacy policies and practices but we will always inform you of any changes that might affect your rights.

#### PROTECTING YOUR PERSONAL HEALTHCARE INFORMATION

We use and disclose the information we collect from you only as allowed by the Health Insurance Portability and Accountability Act and the state of Washington. This includes issues relating to your treatment, payment, and health care operations. Your health information will never be otherwise given to anyone – even family members – without your written consent. If desired, you may give us written authorization for us to disclose your information to anyone you choose, for any purpose. Our office and electronic systems are secure from unauthorized access and our employees are trained to make certain that the confidentiality of your records is always protected. Our privacy policy and practices apply to all former, current, and future patients so you can be confident that your protected health information will never be improperly disclosed or released.

#### COLLECTING PROTECTED HEALTH INFORMAITON

We will only request personal information needed to provide our standard of quality health care, implement payment activities, conduct normal health practice operations, and comply with the law. This may include your name, address, telephone number(s), social security number, employment data, medical history, health records, etc. While most of the information will be collected from you, we may obtain information from third parties if it is deemed necessary. Regardless of the source, your personal information will always be protected to the full extent of the law.

#### DISCLOSURE OF YOUR PROTECTED HEALTH INFORMATION

As stated above, we may disclose information if required by law. We are obligated to provide information to law enforcement and governmental officials under certain circumstances. We will not use your information for marketing purposes. We may use and/or disclose your health information to communicate reminders about your appointments including voicemail messages, or answering machines.

#### YOUR PATIENT RIGHTS

You have a right to request copies of your health care information; to request copies in a variety of formats; and to request a list of instances in which we, or our business associates, have disclosed your protected information for uses other than stated above. All such requests must be in writing. We may charge for your copies in an amount allowed by law. You can also notify the U.S. Department of Health and Human Services.

We thank you for being a patient at our office. Please let us know if you have any questions concerning your privacy rights and the protection of your personal health information. Signing this document signifies that you have read and understand our Statement of Privacy Practices.

•	
SIGNATURE OF PATIENT OR PARENT/LEGAL GUARDIAN	DATE SIGNED

### ELECTRONIC COMMUNICATIONS POLICY

Dr. Alexandra Porter, **Healing Touch Medicine, LLC.** 

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### DISCLOSURE OF RISKS/HIPAA COMPLIANCE

Email communication is available as an alternate method of contacting your practitioner and/or the office staff. HIPAA laws allow for this method of communication so long as the patient remains aware of the possible risks of communicating electronically.

**DISCLOSURE OF RISKS:** the email accounts associated with Positive Touch Medicine and its practitioners are **not encrypted**. Any health information communicated via email does have a small risk of being intercepted and read by other parties. Any health information disclosed via email by the patient is transmitted at his/her own risk.

Please note that if you are concerned at all about HIPAA laws and the transmission of protected health information via email, you can opt out of all electronic communications (check the appropriate box below) and continue to use our secure telephone line or traditional mail to disclose any information to our practitioners or staff.

#### USE AND MISUSE OF ELECTRONIC COMMUNICATIONS

Electronic communications are made available to you to be able to discuss treatment plans/transmit questions to your practitioner. This is a convenience we offer to patients to help encourage the pursuit of wellness by keeping the practitioner updated so we can make the most informed decisions about your health. Please note that the practitioner is not required to respond or may respond with a recommendation to schedule an appointment.

We ask that you do not use the emails provided for requesting new prescriptions, discussing new health concerns, asking for assorted medical advice, or relaying medical emergencies. Please contact the office to schedule an appointment or speak with one of the practitioners in these cases. Patients who continually abuse email communications (e.g. send multiple emails a day, ask for assorted medical advice, or request new prescriptions) may incur a charge of \$20 per email at the practitioner's discretion.

***PLEASE FILL OUT AND SIGN THIS BO	OTTOM PORTION***
I, (print your name), have read a communicating electronically. Based on the risks outlined above (plea	and understand the risks associated with ase check the appropriate box):
☐ <b>I do NOT</b> want to communicate electronically with Positive Touch	Medicine and its practitioners.
□ I DO want to communicate electronically and, if necessary, I at following:  □ Appointment dates, times, scheduling, etc.  □ Insurance inquiries, account balances, invoices and receipts  □ Treatment plan clarifications, treatment guides	uthorize the use of email to transmit the  Laboratory results Patient handouts Information about health status
Signature of patient or parent/legal guardian  Date of patient or parent/legal guardian	ate signed

# **Health History Profile**

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Healing Touch Medicine, LLC.
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Name:	Date of Birth:	//	Age: _	Sex:
What other healthcare are you currently	receiving?			
Previous physician(s) and their practice	d			
How did you hear about Positive Touch				
	□ Website/Fac	ebook/Ye	lp/other:	
<b>NOTE TO PATIENTS:</b> Naturopathic, holis understanding of the patient physically, mentally, and	tic, and preventative healthcare are d emotionally. Please complete this	e only effectii questionnair	e when the physicion of the contract of the co	ın has a completely rounded possible.
What are your present health concerns,	listed in order of importar	nce?		
How was your health as a child? □ Poor What was your place of birth?		-		
What childhood illnesses did you have?				
Have you ever had a blood transfusion?	□ No □ Yes. List date(s): _			
Have you ever been hospitalized? □ No	□ Yes: list the year(s) and	reason(s)	:	
Have you ever had surgery? □ No □ Yes	: list the year and type of s	urgery		
Other serious injuries or illnesses:				
Do you have any allergies? □ No □ Yes:	1		Severi	ty: 1 2 3 4 5 6 7 8 9 10
	2			
	3			

HEALTH HABITS Check which	ch substances you	use and describ	e the frequency/	amount of use	•
□ Caffeine:					
□ Tobacco:				AAAAAAAAAAAAAAAAAAAAAAAA	
MEDICATION USE Please list	t all supplements,	prescription an	d non-prescription	on drugs used	and dosages:
DIET, SLEEP, AND EXERCI		P □ Yes □ No ∶	Describe any die	ary restriction	ns or regimens:
Do you sleep well? □ Yes	□ No A	verage hours o	f sleep per night:		
Do you exercise regularly?					
OCCUPATIONAL CONCERN	C Occupation				
Please check the hazards you are					
	stances :				
	xplain):				
FAMILY HISTORY Fill in the	blanks below or cl	neck all that app	ply to your family	history	
	Mother	Father	Sibling(s)	Spouse	Children
Age (if living)					
Age at death			20		
Heart disease					
Diabetes					
Chemical dependency					
Mental illness					
Asthma, hay fever, hives					
Anemia					
Kidney disease					
Glaucoma					
Tuberculosis Constitution dispardens					
Genetic disorders					
Other (please explain)					

### **GENERAL INFORMATION**

Height:	Weight:	Highest weight:	Weight 1 year ago:
O	0	0 0	0 0 ======

**REVIEW OF SYSTEMS** Please review each system and symptoms listed below. (Prev. = previously)

Are you experiencing these symptoms? Check the correct box or fill in the blanks below.

		Yes	No	Prev.			Yes	No	Prev.
SKIN	Rashes				BLOOD	Anemia			
	Inflammation					Easy bleeding/bruising			
	Infection				LUNGS	Chronic cough			
	Abnormal growths					Spitting up blood			
	Change in hair/nails					Wheezing			
HEAD	Frequent headaches					Difficulty breathing			
	Migraine					when lying down			
	Head injury					at night			
EYES	Impaired vision					Tuberculosis			
	Eye pain				HEART	Heart disease			
	Double vision					High blood pressure			
EARS	Impaired hearing					Rheumatic fever			
	Ringing					Chest pain			
	Earache or itch					Swelling in ankles			
	Dizziness					Palpitations, fluttering			
NOSE	Frequent colds				DIGES-	Trouble swallowing			
	Nosebleeds				TION	Heartburn			
	Stuffiness					Stomach pain			
	Sinus issues					Change in thirst			
	Post nasal drip					Change in appetite			
THROAT	Frequent sore throat					Nausea			
& MOUTH	Sore tongue					Vomiting			
	Mouth/lip sores					Freq of bowel movements:			
	Gum disease					Change in frequency			
	Hoarseness					Loose stools			
	Dental issues					Blood in stools			Е
URINARY	Pain on urination					Belching, gas			
	Increased frequency					Liver/gall bladder dz.			
	at night					Hemorrhoids			
	Inability to hold				OTHER	Fatigue			
	Bladder infection					Vertigo, dizziness			

Are you experiencing these symptoms? Check the correct box and fill in the blanks below.

		Yes	No	Prev.			Yes	No	Prev.
CIRCULA-	Deep leg pain				FEMALE	Bleeding betw. periods			
TION	Cold hands/feet				REPRODUC	Irregular cycles			
	Varicose veins				Cı	ramps			
NEURO-	Fainting				PI	MS			
LOGICAL	Seizures				Al	onormal discharge			
	Paralysis				E	xcessive flow			
	Muscle weakness				D	ifficulty conceiving			
	Numbness/tingling				M	enopausal symptoms			
	Memory loss				Ai	re you sexually active?			
ENDO-	Thyroid issues				Pa	in during intercourse			
CRINE	Heat/cold intolerance				Bl	eeding after intercourse			
	Hypoglycemia				Ve	enereal disease			
	Excessive thirst				Aş	ge when menses began			
	Excessive hunger				A	vg days of menstruation	r		
	Easy weight gain				A	vg days of cycle			
EMOTI-	Depression				D	ate of last period			
ONAL	Mood swings				N	o. of pregnancies			
	Anxiety/nervousness				N	o. of live births			
	Tension				N	o. of miscarriages			
	Joint pain/stiffness				N	o. of abortions			
BONE &	Broken bones				Ty	pe of birth control			
MUSCLE	Muscle spasm/cramps				D	ate of last PAP smear			
	Pain (indicate below)					>any abnormalities?			
						o you perform regular lf breast exams?			
						Breast lumps			
// //	$\int_{\Lambda}$ $\Lambda$					Breast pain			
111						Nipple discharge			
Tent [ ]	Sud \ \ bus Tund				MALE	Hernia			
1-11-1	//}{				REPRODU-	· Testicular masses			
	1/1/				CTION	Prostate issues			
( )	UU					Difficulty urinating			
Indicate any	problem areas on the	diag	ram :	above.		Discharge or sores			
u	r-oxiom arous on the					Venereal disease			

# **AYURVEDIC COSTITUTION QUIZ**

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Determine your dominant ayurvedic psychophysiological (mind-body) constitutional type: Vata, Pitta or Kapha. The following simple test will give you a fairly good idea of the levels of your doshas. We have to remember that everyone has all three doshas, but in varying degrees. After reading each description, mark 0 to 7 in front of the question. Note that values 2 and 5 are not assigned at all (don't use them).

0, 1 =Does not apply

3, 4 = Applies sometimes

6, 7 = Applies most of the time

# **Evaluating My Vata**

### **Physical Attributes:**

- 1. My physique is thin I don't gain weight easily.
- 2. I am quick and active.
- 3. My skin is usually dry, more so in winter.
- 4. My hands and feet are usually cold.
- 5. My energy fluctuates and comes in bursts.
- 6. I usually develop gas or constipation.
- 7. I usually have difficulty falling asleep or having a sound night's sleep.
- 8. I am uncomfortable in cold weather.

### Mental, Emotional, and Behavioral Attributes:

- 9. My nature is lively and enthusiastic.
- 10.I have difficulty memorizing things and remembering them later.
- 11.It is easy for me to learn new things quickly, but I also forget quickly.
- 12.I am not good at making decisions.
- 13.I am anxious or worrisome by nature.
- 14. People think I'm talkative and that I talk quickly.
- 15.I am usually emotional by nature and my moods fluctuate.
- 16.My mind is restless, but also imaginative.
- 17.I have irregular eating and sleeping habits.

#### Total Vata:

# **Evaluating My Pitta**

#### Phy sical Attr ibutes:

- 1.My hair is fine, straight, light, blonde, red, graying early, or balding.
- 2.I don't tolerate hot weather.
- 3.I sweat easily.
- 4.I can't tolerate delaying or skipping a meal.
- 5.My appetite is very good and I can eat big meals.
- 6.My bowel movements are regular. I might have occasional loose stool but not much constipation.
- 7.I like cold drinks and such foods as ice cream.
- 8.I often feel hot.
- 9. Spicy, hot foods upset my stomach.

#### Mental, Emotional, and Behavioral Attributes:

- 10.I consider myself efficient.
- 11.I try to be organized and accurate.
- 12.I have a strong will and my friends think I am stubborn.
- 13.I am impatient by nature.
- 14.I tend to become irritable or angry quite easily.
- 15.I try to be meticulous and I am a perfectionist by nature.
- 16.I get angry easily, but I don't hold a grudge.
- 17.I am usually critical of myself and others.

#### **Total Pitta:**

### **Evaluating My Kapha**

#### Physical attributes:

- 1. It is easy for me to gain weight but it is difficult to lose.
- 2. Skipping meals is easy for me and doesn't cause any problems.
- 3. I tend to have congestion, mucus, or sinus problems.
- 4. I'm a sound sleeper.
- 5. I have thick, oily, dark, wavy hair.
- 6. My skin is smooth and soft with an almost pale complexion.
- 7. My body frame is large and solid with a heavy bone structure.
- 8. My digestion is slow, so I feel full after eating.
- 9. I have a steady energy level with good endurance and strong stamina.
- 10. I'm sensitive to cool and damp weather.

#### Mental, Emotional, and Behavioral Attributes:

- 11. I tend to be slow, methodical, and relaxed.
- 12. I need to sleep a minimum of eight hours to feel well the next morning.
- 13. By nature I am calm and composed. I don't get angry easily.
- 14. I am not a quick learner but I am good at remembering things and remembering them later.
- 15. Many people consider me affectionate, forgiving, and peaceful.
- 16. I usually oversleep and have difficulty waking in the morning.
- 17. I am very reluctant to take on new responsibilities.

### Total Kapha:

I am first, second, and third.
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