



## **NOTICE OF OUR PRIVACY PRACTICES**

As required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This notice describes how health information about you (as a patient of this practice) may be used and disclosed, and how you can get access to your individually identifiable health information.

### **PLEASE REVIEW THIS NOTICE CAREFULLY**

#### **A. OUR COMMITMENT TO YOUR PRIVACY**

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (IIHI). In conducting our business, we will create records regarding you and your treatment and the services we provide for you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your IIHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at this time.

We realize that these laws are complicated, but we must provide you with the following important information:

- How we may use and disclose your IIHI
- Your privacy rights in your IIHI
- Our obligations concerning the use and disclosure of your IIHI

The terms of this notice apply to all records containing your IIHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. Our practice will post a copy of our current Notice in our offices in a visible location at all times, and you may request a copy of our most current Notice at any time.

#### **B. IF YOU HAVE QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT:**

Simple Truth Chiropractic of Lake Odessa, PLLC

1001 4th Ave

Lake Odessa, MI 48849

616-278-0189



## C. WE MAY USE AND DISCLOSURE YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (IIHI) IN THE FOLLOWING WAYS

The following categories describe the different ways in which we may use and disclose your IIHI.

- 1. Treatment.** Our practice may use your IIHI to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. Any of the people who work for our practice – including, but not limited to, our doctors and nurses, or indirectly with any provider we refer you to – may use or disclose your IIHI in order to treat you, or to assist others in your treatment. Additionally, we may need to disclose your IIHI to others who may assist in your care, such as your spouse, children, or parents.
- 2. Payment.** Our practice may use and disclose your IIHI in order to bill and collect payment for the services and items you may receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your treatment and health status to determine if your insurer will cover, or pay for, your treatment. We also may use and disclose your IIHI to obtain payment from third parties that may be responsible for such costs, such as family members or insurance companies. Also, we may use your IIHI to bill you directly for services and items.
- 3. Health Care Operations.** Our practice may use and disclose your IIHI to operate our business. As examples of the ways in which we may use and disclose your information for our operations, our practice may use your IIHI to evaluate the quality of care you receive from us, or to conduct cost-management and business planning activities for our practice.
- 4. Appointment Reminders.** Our practice may use and disclose your IIHI to contact you or a family member who answers the phone (or to leave a recorded message) to remind you of an upcoming appointment.
- 5. Treatment Options.** Our practice may use and disclose your IIHI to inform you of potential treatment options or alternatives.
- 6. Health-Related Benefits and Services.** Our practice may use and disclose your IIHI to inform you of health-related benefits or services that may be of interest to you.
- 7. Release of Information to Family/Friends.** Our practice may release your IIHI to a friend or family member that is involved in your care, or who assists in taking care of you. For example, a parent or guardian may ask that a babysitter take their child to our office for care. In this example, the babysitter may have access to this child's medical information.
- 8. Disclosures Required by Law.** Our practice will use and disclose your IIHI when we are required to do so by federal, state, or local law.

#### **D. USE AND DISCLOSURE OF YOUR IIHI IN CERTAIN SPECIAL CIRCUMSTANCES**

The following categories describe unique scenarios in which we may use or disclose your identifiable health information:

**1. Public Health Risks.** Our practice may disclose your IIHI to public health authorities that are authorized by law to collect information for the purpose of:

- Maintaining vital records, such as births and deaths.
- Reporting child abuse or neglect.
- Preventing or controlling disease, injury or disability.
- Notifying a person regarding potential exposure to a communicable disease.
- Notifying a person regarding a potential risk for spreading or contracting a disease or condition.
- Reporting reactions to drugs or problems with products or devices.
- Notifying individuals if a product or device they may be using has been recalled.
- Notifying appropriate government agency(ies) and authority(ies) regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the patient agrees or we are required or authorized by law to disclose this information.
- Notifying your employer under limited circumstances related primarily to workplace injury or illness or medical surveillance.

**2. Health Oversight Activities.** Our practice may disclose your IIHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.

**3. Lawsuits and Similar Proceedings.** Our practice may use and disclose your IIHI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your IIHI in response to discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested. In general, we will require that the party that requests your records provide a records-release form, signed by you within the last 3 months.

**4. Law Enforcement.** We may release IIHI if asked to do so by a law enforcement official:

- Regarding a crime victim in certain situations, if we are unable to obtain the person's agreement.
- Concerning a death we believe has resulted from criminal conduct.
- Regarding criminal conduct at our offices.
- In response to a warrant, summons, court order, subpoena or similar legal process.
- To identify/locate a suspect, material witness, fugitive or missing person.
- In an emergency, to report a crime (including the location or victim(s) of the crime, or the description, identify or location of the perpetrator)



- 5. Deceased Patients.** Our practice may release IIHI to a medical examiner or coroner to identify a deceased individual or to identify the cause of death. If necessary, we also may release information in order for funeral directors to perform their jobs.
- 6. Organs and Tissue Donation.** Our practice may release your IIHI to organizations that handle organ, eye or tissue procurement or transplantation, including organ donation banks, as necessary to facilitate organ or tissue donation and transplantation in you are an organ donor.
- 7. Research.** Our practice may use and disclose your IIHI for research purposes in certain limited circumstances. We will obtain your written authorization to use your IIHI for research purposes except when: (a) our use or disclosure was approved by an Institutional Review Board or a Privacy Board; (b) we obtain the oral or written agreement of a research that (i) the information being sought is necessary for the research study; (ii) the use or disclosure of your IIHI is being used only for the research and (iii) the researcher will not remove any of your IIHI from our practice; or (c) the IIHI sought by the research only relates to decedents and the researcher agrees either orally or in writing that the use or disclosure is necessary for the research, and if we request it, to provide us with proof of death prior to access to the IIHI of the decedents.
- 8. Serious Threats to Health or Safety.** Our practice may use and disclose your IIHI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.
- 9. Military.** Our practice may disclose your IIHI if you are member of the U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.
- 10. National Security.** Our practice may disclose your IIHI to federal officials for intelligence and national security activities authorized by law. We also may disclose your IIHI to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations.
- 11. Inmates.** Our practice may disclose your IIHI to correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official. Disclosure for these purposes would be necessary: (a) for the institution to provide health care services to you, (b) for the safety and security of the institution, and/or (c) to protect your health and safety or the health and safety of other individuals.
- 12. Workers' Compensation.** Our practice may release your IIHI for worker's compensation and similar programs.

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Printed Name - Patient or Representative

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Signature

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Date



## Assignment of Benefits

### *Financial Responsibility*

All professional services rendered are charged to the patient and are due at the time of service, unless other arrangements have been made in advance with our business office. Necessary forms will be completed to file for insurance carrier payments.

### *Assignment of Benefits*

I hereby assign all medical and surgical benefits, to include major medical benefits to which I am entitled. I hereby authorize and direct my insurance carrier(s), including Medicare, private insurance and any other health/medical plan, to issue payment check(s) directly to Simple Truth Chiropractic, PLLC for services rendered to myself and/or my dependents regardless of my insurance benefits, if any. I understand that I am responsible for any amount not covered by insurance.

### *Authorization to Release Information*

I hereby authorize Simple Truth Chiropractic, PLLC to: (1) release any information necessary to insurance carriers regarding my illness and treatments; (2) process insurance claims generated in the course of examination or treatment; and (3) allow a photocopy of my signature to be used to process insurance claims for the period of lifetime. This order will remain in effect until revoked by me in writing.

I have requested medical services from Simple Truth Chiropractic, PLLC on behalf of myself and/or my dependents, and understand that by making this request, I become fully financially responsible for any and all charges incurred in the course of the treatment authorized.

I further understand that fees are due and payable on the date that services are rendered and agree to pay all such charges incurred in full immediately upon presentation of the appropriate statement. A photocopy of this assignment is to be considered as valid as the original.

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Printed Name - Patient or Representative

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Signature

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Date

## **INFORMED CONSENT FOR CHIROPRACTIC CARE**

I hereby request and consent to the performance of chiropractic procedures, including various modes of physiotherapy, diagnostic x-rays, and any supportive therapies on me (or on the patient named below, for whom I am legally responsible) by the doctor of chiropractic indicated below and/or other licensed doctors of chiropractic and support staff who now or in the future treat me while employed by, working or associated with or serving as back-up for the doctor of chiropractic named below, including those working at the clinic or office listed below or any other office or clinic, whether signatories to this form or not.

I have had an opportunity to discuss with the doctor of chiropractic named below and/or with other office or clinic personnel the nature and purpose of chiropractic adjustments and procedures.

I understand and I am informed that, as is with all Healthcare treatments, results are not guaranteed and there is no promise to cure. I further understand and I am informed that, as is with all Healthcare treatments, in the practice of chiropractic there are some risks to treatment, including, but not limited to, muscle spasms for short periods of time, aggravating and/or temporary increase in symptoms, lack in improvement of symptoms, fractures, disc injuries, strokes, dislocations and sprains. I do not expect the doctor to be able to anticipate and explain all risks and complications, and I wish to rely on the doctor to exercise judgment during the course of the procedure which the doctor feels at the time, based upon the facts then known, is in my best interests.

I further understand that Chiropractic adjustments and supportive treatment is designed to reduce and/or correct subluxations allowing the body to return to improved health. It can also alleviate certain symptoms through a conservative approach with hopes to avoid more invasive procedures. However, like all other health modalities, results are not guaranteed and there is no promise to cure. Accordingly, I understand that all payment(s) for treatment(s) are final and no refunds will be issued. However, prorated fees for unused, prepaid treatments will be refunded if I wish to cancel the treatment.

I further understand that there are treatment options available for my condition other than chiropractic procedures. These treatment options include, but not limited self-administered, over the counter analgesics and rest; medical care with prescription drugs such as anti-inflammatories, muscle relaxants and painkillers; physical therapy; steroid injections; bracing; and surgery. I understand and have been informed that I have the right to a second opinion and secure other opinions if I have concerns as to the nature of my symptoms and treatment options.

I have read, or have had read to me, the above consent. I have also had an opportunity to ask questions about its content, and by signing below I agree to the above-named procedures. I intend this consent to cover the entire course of treatment for my present condition and for any future condition(s) for which I seek treatment.

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Printed Name - Patient or Representative

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Signature

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Date

## NEW PRACTICE MEMBER INTAKE FORM

Demographics:

First Name	Last Name	Date of Birth
Phone	Gender	Email
Street Address	Zip	City / State

Chief Complaints:

Health Concern:	Frequency:	Quality of / Describe Pain:	Severity (1-10): 1-mild 10-worst	What aggravates it?	What relieves it?

Lifestyle:

Tobacco Use Frequency		Effective Date	
Alcohol Use Frequency		Effective Date	
Exercise Frequency		Effective Date	

Medical History:

Hospitalizations:	
Surgeries:	
Prior Accidents/Injuries:	
Ongoing Illness:	
Allergies:	
Current Medications:	
Family History:	
Social History:	
Sexual History:	
Previous Tests:	
Medical Procedures:	
Dietary Habits:	
Nutritional Supplements:	
Prior Chiropractic Care:	



Review of Systems:

General		HEENT		Skin/Hair		Cardiovascular	
	WNL		WNL		WNL		WNL
	Lethargy/Weakness		Headaches or Migraines		Skin trouble or rashes		Chest pain or tightness
	Recurring Fever		Eye or vision problems		Flushing		Heart attack
	Recent weight change		Eyeglasses or contacts		Excessive acne		Shortness of breath
	Dizziness		Nose bleeds		Eczema		Palpitations
	Fever		Eye surgery		Psoriasis		Swelling of feet or hands
	Chills		Cataracts		Skin cancer		High blood pressure
	Others:		Glaucoma		Skin pigmentation issues		High cholesterol
			Sore throat		Change in hair or nails		Heart murmur
			Hoarsness		Blood in stool		Blood clots
			Swollen glands		Easy bruising		Pacemaker
			Nose congestion		Gum bleeding		Mitral valve prolapse
			Ear or hearing problems		Others:		Congenital heart defects
			Dental problems				Rheumatic fever
			Gum problems				Leg pain upon walking
			TMJ problems				Varicose veins
			Postnasal drip				Dizziness
			Others:				Excessive bruising
							Coronary artery disease
							Others:

**SIMPLE TRUTH**  
**CHIROPRACTIC**  
 OF LAKE ODESSA

Respiratory		Gastrointestinal		Neurological		Musculoskeletal	
	WNL		WNL		WNL		WNL
	Persistent cough		Loss of appetite		Frequent headaches		Arthritis
	Spitting up blood		Nausea / vomiting		Migraines		Joint pain/swelling
	Asthma / wheezing		Diarrhea		Dizziness		Neck pain
	Shortness of breath		Constipation		Fainting		Back pain
	Exercise intolerance		Abdominal Pain		Memory loss		Trauma
	Sleep apnea		Stomach ulcer		Poor balance		Osteoporosis
	Emphysema		Bloating / cramping		Numbness/tingling		Scoliosis
	Snoring issues		Heartburn		Pins/needles		Cramping
	Tuberculosis		Hemorrhoids		Epilepsy/seizures		Fractures
	Pneumonia		Hepatitis		Stroke		Implants, plates, pin
	Breathing		Cirrhosis		Tremors		Hip disorder
	Hay fever		Difficulty swallowing		Head injury		Knee Injuries
	Others:		Jaundice		Anxiety/panic		Foot/ankle pain
			Liver disease		Depression		Shoulder problems
			Gallbladder problems		Sleeping issues		Elbow/wrist pain
			Pancreatitis		Weak muscles		Poor posture
			Change in bowel habits		Loss of smell or taste		Gout
			Black / bloody stool		Temporary loss of vision		Others:
			Colon cancer or polyps		Difficulty concentrating		
			Food sensitivities		Others:		
			IBS				
			Crohn's disease				
			Gastric reflux				
			Collitis				
			Others:				

**SIMPLE TRUTH**  
**CHIROPRACTIC**  
 OF LAKE ODESSA

Blood/Lymph		Allergies		Psychiatric		Endocrine	
	WNL		WNL		WNL		WNL
	Anemia		Seasonal		Alzheimer's disease		Diabetes
	Bleeding		Medication		Insomnia		Thyroid problems
	Brusing		Food		Difficulty concentrating		Sweating
	Blood clots		Others:		Memory loss/confusion		Heat intolerant
	Past transfusions				Depression		Cold intolerant
	Leukemia				Anxiety		Weight loss
	Lymphona				Agitation/irritability		Weight gain
	HIV/AIDS				Suicidal thoughts		Frequent urination
	Sickle cell				Chemical dependency		Excessive thirst
	Others:				Others:		Change in appetite
							Hair changes
							Hyperthyroidism
							Hormonal/glandular
							Hyperparathyroidism
							Testosterone deficiency
							Cushing's syndrome
							Steroid treatments
							Others:

Urinary		Male		Female	
	WNL		WNL		WNL
	Painful urination		Dribbling		Painful sex
	Incontinence		Loss of libido		Vaginal Discharge
	Hesitancy		Erectile dysfunction		Breast pain/lumps
	Urgency		STD		Hot flashes
	Blood in urine		Testicular pain/lumps		Menstrual Irregularity
	Kidney stones		Prostate disease		Loss of libido
	Urinary infections		Penile discharge		Menopause
	Genital/bladder/urinary		Others:		STD
	Others:				Others:



Authorization:

I certify that I'm the patient or the legal guardian of the patient listed above. I have read and understand the included information and certify it to be true and accurate to the best of my knowledge. I consent to the collection and use of the above information to this office of chiropractic. I authorize this office and its staff to examine and treat my condition as the doctors see fit. I hereby authorize the doctor to release all information necessary to any insurance company, attorney, or adjuster for the purpose of claim reimbursement of charges incurred by me. I grant the use of my signed statement of authorization with my signature for required insurance submissions. I understand and agree that all services rendered to me will be charged to me, and I'm responsible for timely payment of such services. I understand and agree that health/accident insurance policies are an arrangement between an insurance carrier and myself. I understand that fees for professional services will become immediately due upon suspension or termination of my care or treatment.

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Printed Name - Patient or Representative

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Signature Date