

Welcome to Body Balance...

your Family Chiropractic Office

Thank you for choosing our office for chiropractic care. We, at Body Balance Chiropractic, are committed to providing your family with the highest quality of care available so that you and your family can enjoy an active, healthy, long life. We will be working together to help you and your family reach your health and lifestyle goals.

If you ever have any questions about your chiropractic care, please don't hesitate to ask one of our highly educated chiropractic team members. All of your questions, even the ones you haven't even thought of yet, will be answered during your Chiropractic Report.

Your confidence in us as a health care provider is the best compliment we can receive. Chiropractors have become the primary care doctors for millions of people around the world. Regardless of your reason for visiting our office today, our goal is to become your family's trusted provider and resource for living a healthy lifestyle throughout your lifetime.

Yours in Health,

Dr. Andrew Burns and Staff

Body Balance Chiropractic Andrew Burns, D.C., P.C.

Personal and Family Health History

Date _____ / _____ / _____

Name _____
Please Print First Middle Initial Last

Address _____

City _____ State _____ Zip _____

Phone (H) _____
 (W) _____ (C) _____

E-mail _____

Date of Birth _____ / _____ / _____ Age _____

Social Security # _____ - _____ - _____

Marital Status S M D W

Employer _____

Name of Primary Insurance _____

Spouse/Parent Name _____

Spouse/Parent Employer _____

Spouse/Parent SS# _____ - _____ - _____ DOB _____ / _____ / _____

Name of Secondary Insurance _____

Emergency Contact Name _____

Emergency Contact # _____

Referred By: _____

Please List any Children:	Age	Chiropractic care?	Reason:
1.			
2.			
3.			
4.			

You deserve to be healthy. When you were created, you were given all the blue-prints, intelligence, and systems to live an active, healthy, long life. Unfortunately, the natural expression of your health can be interfered with. Through your examination and through your involvement in chiropractic care, we will work to remove these interferences and keep them out of your life, so that you can heal quickly and live the quality lifestyle you deserve.

Please place a “✓” in any boxes that apply.

1. Was Your Birth Traumatic?	Patient	Spouse	Child 1	Child 2	Child 3	Child 4
Long Delivery?						
Difficult Delivery?						
Forceps?						
Caesarian?						
Breach/cephalic?						
Home Birth?						
Mother given drugs during delivery?						

2. Growth & Development, did you ever once....	Patient	Spouse	Child 1	Child 2	Child 3	Child 4
Learn to care for your spine?						
Fall out of bed?						
Bang your head?						
Breastfed?						
Childhood sickness?						
Have any accidents?						
Have surgery?						
Take drugs?						
Fall while learning to walk?						
Bullied by your siblings?						
Chair pulled out when sitting?						
Fall down the stairs?						
Pulled by your arm?						
Experience other traumas?						

3. Current Health Habits	Patient	Spouse	Child 1	Child 2	Child 3	Child 4
Smoke?						
Drink? (alcoholic beverages)						
Diet? (eat healthy foods)						
Been in accidents?						
Had organs replaced/removed?						
Drugs? Rx or non Rx						
Have teeth problems?						
Have eye problems?						
Have hearing problems?						
Exercise regularly?						
Have sleeping problems?						
Have occupational stress?						
Have physical stress?						
Have mental stress?						
Have hobbies/sports injuries?						

Sleeping posture? (circle one) side stomach back

Are you **pregnant**? Y N Due date _____

Have you seen a Chiropractor before? Y N

Doctor seen _____ Last visit date _____

Previous issue _____

Do you have a **pacemaker**? Y N

Have you ever had any **surgeries**? Y N What and when?

MEDICATIONS: _____

VITAMINS: _____

Current Health Condition

Present Complaint or Crisis? If no current crisis, what is the reason for your visit today?

Major _____

Pain or Problem started on _____

Pains are: Sharp Dull Constant Intermittent

What activities aggravate your condition/pain? _____

What activities lessen your condition/pain? _____

Is condition worse during certain times of the day? _____

Is this condition interfering with work? _____ Sleep? _____ Routine? _____ Other? _____

Is this condition getting progressively worse? _____

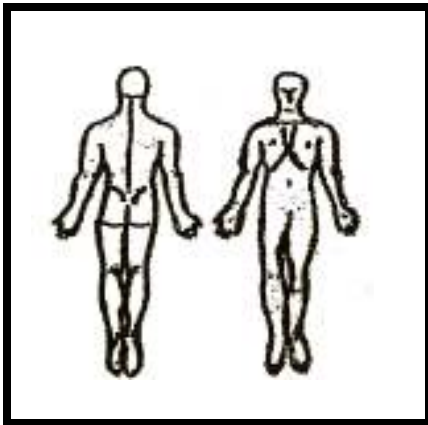
Other doctors seen for this condition? _____

Any home remedies? _____

Accident Information

Is condition due to an accident? Y N Date _____ Type of accident Auto Work

Mark an X on affected areas



Other symptoms:

- Headaches
- Dizziness
- Light Bothers Eyes
- Loss of Memory
- Loss of Taste
- Loss of Smell
- Loss of Balance
- Buzzing in Ear
- Ringing in Ear
- Face Flushed
- Fever
- Fainting
- Cold Sweats
- Depression
- Nervousness
- Fatigue
- Tension
- Neck Pain
- Stiff Neck
- Chest Pains
- Shortness of Breath
- Back Pain
- Sleeping Problem
- Stomach Upset
- Constipation
- Diarrhea
- Irritability
- Cold Hands
- Cold Feet
- Numbness in Fingers
- Numbness in Toes
- Pins & Needles in Arms
- Pins & Needles in Legs
- Other _____

Family Health History:

	Heart Disease	Arthritis	Cancer	Diabetes	Other _____
Father's Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother's Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your oldest grandparent on record lived to the age of _____.

Still living Deceased

Upon completion of your first visit, you will receive a Chiropractic Report to discuss the different types of Active Life Plans that are available to you. Chiropractic Active Life Plans are designed to help get you feeling better quickly and to help you and your family be as healthy as possible. Please review the explanations of the Chiropractic Active Life Plans prior to your Chiropractic Report so you can choose the level of participation that supports you in reaching all of your health goals.

As a result of my chiropractic care, I would like to **(Please check all that apply)**

- Feel better quickly
- Have a healthier spine and nervous system
- Live a healthier lifestyle

Patient/Guardian Signature

Date

BODY BALANCE CHIROPRACTIC

INFORMED CONSENT FORM

TERMS OF ACCEPTANCE

I hereby request and consent to the performance of chiropractic adjustments and other chiropractic procedures on me or on _____ by Andrew Burns, D.C., P.C.
Patients Name

I will have an opportunity to discuss with the doctor the nature and purpose of chiropractic adjustments and other procedures. I understand that the practice of neither chiropractic nor medicine is an exact science, and that my care may involve the making of judgments based upon the facts known to the doctor to be able to anticipate or explain all risks and complications, that an undesirable result does not necessarily indicate an error in judgment, that no guarantee as to results has been made to nor relied upon by me, 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 there are certain degrees of risk associated with chiropractic health care including, but not limited to, fractures, disc injuries, strokes, dislocations and strains/sprains and am therefore willing to accept and consent to the risk associated with the care that I am about to receive.

I have read or will have explained to me the above consent. I will also have an opportunity to ask questions about its content, and by signing below agree and intend this consent form to cover the procedures prescribed for my condition and for any future conditions for which I seek treatment.

When a patient seeks chiropractic health care and we accept a patient for such care, it is essential for both to be working towards the same objective. Chiropractic has only one goal. It is important that each patient understand both the objective and the method that will be able to attain it. This will prevent any confusion or disappointment.

Vertebral Subluxation: A misalignment of one or more of the 24 vertebra in the spinal column which causes alteration of nerve function and interference to the transmission of mental impulses, resulting in a lessening of the body's innate ability to express its maximum health potential.

Adjustment: An adjustment is the specific application of forces to facilitate the body's correction of vertebral subluxation. Our chiropractic method of correction is by specific adjustments of the spine.

Health: A state of optimal physical, mental and social well-being, not merely the absence of disease or infirmity.

We do not offer to diagnose or treat any disease or condition other than vertebral subluxation. However, if during the course of a chiropractic spinal evaluation, we encounter non-chiropractic or unusual findings, we will advise you. If you desire advice, diagnosis or treatment for those findings, we will recommend that you seek the services of a health care provider who specializes in that area. Regardless of what the disease is called, we do not offer to treat it. Nor do we offer advice regarding treatment prescribed by others. **OUR ONLY PRACTICE OBJECTIVE** is to eliminate a major interference to the expression of the body's innate wisdom. Our only method is specific adjusting to correct vertebral subluxations.

All questions regarding the doctor's objectives pertaining to my care in this office have been answered to my complete satisfaction.

I have read and fully understand the above statements. I therefore accept chiropractic care on this basis.

Patient/Guardian Signature

Date

Family members: _____

Body Balance Chiropractic Financial Policy and Fees

We believe a clear definition of policies regarding financial matters will allow both you and the doctor and staff to focus on the main issue – regaining and maintaining your health. We are committed to providing you with the best chiropractic care possible in a caring environment and have established our financial policies to achieve that goal. **You will be expected to pay for your chiropractic care at the time the services are rendered unless you arrange an Active Life Plan in advance.** Active Life Plans include yearly, monthly, weekly or extended **Corrective Adjustment Plans** payment options. These Active Life Plans are designed to be the most cost effective way to keep you and your family as healthy as possible. Details of these plans will be discussed with you during your Chiropractic Report.

I understand and agree that health and accident insurance policies are solely an arrangement between an insurance company and me, the insured. I authorize the office to contact my (our) employers(s), insurance company(s), attorney(s), and/or adjustor(s) to verify benefits and eligibility and/or to prepare and send any claims, reports and/or file information to assist me in payment by the insurance company, adjustor and/or attorney. I authorize assignment of payment of all health/injury benefits to Body Balance Chiropractic which will be credited to my account. I realize that insurance may pay for some or none of the services.

I clearly understand and agree that all services I receive are charged directly to me and I am responsible for complete payment. If my PPO/HMO, adjustor, Work Comp, Auto Liability/Med Pay, TPA (Third Party claims Administrator), or attorney denies payment because of failure to comply with coverage requirements or any other reason I am still responsible for complete payment. If I stop care before my balance is paid, any remaining balance due for prior services will remain my responsibility for complete payment regardless of outstanding insurance claims.

Should my account fall delinquent without balance being paid by me, insurance, TPA, or attorney, then collection agency services against me may be retained. I understand that any collection agency related charges incurred by our office would be added to my balance due. I will be charged a fee of \$25.00 for any personal check payment returned as “insufficient funds” or “stop payment” plus the original amount of the check.

I have read, understand and agree to the financial policies defined above.

Patient/Guardian Signature

Date

Family Members: _____

<u>Services</u>	<u>TOS Fees</u>
New Patient Exam	\$95.00
X-Rays (per view)	\$50.00
Therapeutic Exercise	\$35.00
E-Stim	\$25.00
Adjustment	\$45.00

HIPAA Notice of Privacy Practices

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.

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

Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by your physician, 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, to pay your health care bills, to support the operation of the physician's practice, and any other use required by law.

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. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. For example, 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.

Payment

Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations

We may use or disclose, as-needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing, and conduction or arranging for other business activities. For example, we may disclose your protected health information to medical school students 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 physician. We may also call you by name in the waiting room when your physician 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 may use or disclose your protected health information in the following situations without your authorization. These situations include: as Required By Law, Public Health issues as required by law. Communicable Disease: Health Oversight: Abuse of Neglect: Food and Drug Administration requirements: Legal Proceeding: Law Enforcement: Coroner, Funeral Directors, and Organ Donation: Research: Criminal Activity: Military Activity and National Security: Workers' Compensation: Inmates: 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.

Other Permitted and Required Uses and Disclosures

Will be made only with your consent, authorization or opportunity to object unless required by law.

You may revoke this authorization

At any time, in writing except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Your Rights

The following is a statement of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information

Under federal law, however, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information.

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 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 stat the specific restriction requested and to whom you want the restriction to apply.

Your physician is not required to agree to a restriction that you may request. If physician 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. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e. electronically.

You may have the right to have your physician amend your protected health information. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information.

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdrew as provided in this notice.

Complaints

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. **We will not retaliate against you for filing a complaint.**

This notice was published and becomes effective on/or before **April 14, 2003**

**Body Balance Chiropractic
910 Brookwood Center
Fenton, MO 63026
636-717-0600**

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our Main Phone Number.

Signature below is only acknowledgement that you have received this Notice of our Privacy Practices:

Patient/Guardian Signature

Date

Family members: _____

