



Personal Information

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone: \_\_\_\_\_

Birth Date: \_\_\_/\_\_\_/\_\_\_\_\_ Male/ Female: \_\_\_ Married, Widowed, Divorced: \_\_\_\_\_

Who can we thank for referring you to our office? \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Email: \_\_\_\_\_

Other family member's names: \_\_\_\_\_

Insurance Information

(Please give your insurance card and driver's license to the front desk)

Primary Insurance Carrier: \_\_\_\_\_ Subscriber's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Subscriber's address: \_\_\_\_\_

Subscriber's Phone: \_\_\_\_\_ Subscriber's Birth Date: \_\_\_/\_\_\_/\_\_\_\_\_

Policy Number # \_\_\_\_\_ Group # \_\_\_\_\_

In Case of Emergency

Emergency Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check any of the following that have given you difficulty in the last year:

<input type="checkbox"/> <b>General</b>	<input type="checkbox"/> Prostate Trouble	<input type="checkbox"/> <b>Cardiovascular</b>	<input type="checkbox"/> Tonsillitis	<input type="checkbox"/> Numbness in arms/hands	<input type="checkbox"/> Low-back stiffness
<input type="checkbox"/> Headaches	<input type="checkbox"/> Cancer	<input type="checkbox"/> Anemia	<input type="checkbox"/> Blurred Vision	<input type="checkbox"/> Pins/needles in arms/hands	<input type="checkbox"/> Low-back weakness
<input type="checkbox"/> Shooting Head Pain	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Chest Pain	<input type="checkbox"/> Sensitivity to Light	<input type="checkbox"/> Pain in upper arm	<input type="checkbox"/> Low-back feels out of place
<input type="checkbox"/> Loss of Memory	<input type="checkbox"/> Hernia	<input type="checkbox"/> Heart Attacks	<input type="checkbox"/> <b>Neck</b>	<input type="checkbox"/> Neck Pain	<input type="checkbox"/> Muscle spasms in low-back
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Stroke	<input type="checkbox"/> Grinding/ Popping in Neck	<input type="checkbox"/> Pain in elbow	
<input type="checkbox"/> Depression	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Low Blood Pressure	<input type="checkbox"/> Neck Stiffness	<input type="checkbox"/> Pain in wrist	
<input type="checkbox"/> Dizziness	<input type="checkbox"/> Painful Joints	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Pinched Nerve in neck	<input type="checkbox"/> Pain in hand	
<input type="checkbox"/> Thyroid Trouble	<input type="checkbox"/> Swollen Joints	<input type="checkbox"/> Poor Circulation	<input type="checkbox"/> Neck feels out of place	<input type="checkbox"/> Pain in fingers	<input type="checkbox"/> <b>Legs/Feet</b>
<input type="checkbox"/> Chills	<input type="checkbox"/> Ulcers	<input type="checkbox"/> Irregular Heart Beat	<input type="checkbox"/> Muscle Spasms in neck	<input type="checkbox"/> Weakness of hand	<input type="checkbox"/> Cold feet
<input type="checkbox"/> Sweats	<input type="checkbox"/> <b>Skin</b>	<input type="checkbox"/> Rapid Heart Beat	<input type="checkbox"/> <b>Shoulders</b>	<input type="checkbox"/> Cold hands	<input type="checkbox"/> Pain in buttocks
<input type="checkbox"/> Sleeping Problems	<input type="checkbox"/> Bruise easily	<input type="checkbox"/> Swollen Ankles	<input type="checkbox"/> Shoulder/ arm tightness	<input type="checkbox"/> <b>Mid Back</b>	<input type="checkbox"/> Pain in hip joint
<input type="checkbox"/> Seizures	<input type="checkbox"/> Hives	<input type="checkbox"/> Loss of Hearing	<input type="checkbox"/> Shoulder/ arm pain	<input type="checkbox"/> Mid-back pain	<input type="checkbox"/> Pain in hip joint
<input type="checkbox"/> Fainting	<input type="checkbox"/> Itching	<input type="checkbox"/> Earache	<input type="checkbox"/> Pain in shoulder joint	<input type="checkbox"/> Spinal curvature (scoliosis)	<input type="checkbox"/> Pain down leg
<input type="checkbox"/> Irritability	<input type="checkbox"/> Change in moles	<input type="checkbox"/> Sinus Trouble	<input type="checkbox"/> Pain across shoulders	<input type="checkbox"/> Mid-back stiffness	<input type="checkbox"/> Pain in ankle
<input type="checkbox"/> Nervousness	<input type="checkbox"/> Rash	<input type="checkbox"/> Loss of Smell	<input type="checkbox"/> Can't raise arms	<input type="checkbox"/> Pain between shoulder blades	<input type="checkbox"/> Pain in foot
<input type="checkbox"/> Inner Tension	<input type="checkbox"/> Sores that won't heal	<input type="checkbox"/> Allergies	<input type="checkbox"/> Tension in shoulders	<input type="checkbox"/> Pain from front to back	<input type="checkbox"/> Weakness of leg
<input type="checkbox"/> Weight Gain	<input type="checkbox"/> <b>Gastrointestinal</b>	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Pinched nerve in shoulders	<input type="checkbox"/> Muscle spasms in mid-back	<input type="checkbox"/> Weakness of knee
<input type="checkbox"/> Weight Loss	<input type="checkbox"/> Bowel Changes	<input type="checkbox"/> Asthma	<input type="checkbox"/> <b>Arms/Hands</b>		<input type="checkbox"/> Leg cramps
<input type="checkbox"/> Twitching of face	<input type="checkbox"/> Intestinal Gas	<input type="checkbox"/> Loss of Taste		<input type="checkbox"/> <b>Low Back</b>	<input type="checkbox"/> Numbness in legs/feet
<input type="checkbox"/> Facial Pain	<input type="checkbox"/> Constipation	<input type="checkbox"/> Inflammation of Throat		<input type="checkbox"/> Low-back pain	
<input type="checkbox"/> TMJ (Jaw Pain)	<input type="checkbox"/> Indigestion	<input type="checkbox"/> Persistent Cough			
<input type="checkbox"/> Menstrual Cramps/ Pain	<input type="checkbox"/> Nausea	<input type="checkbox"/> Ringing in Ears			
<input type="checkbox"/> Menstrual Irregularity	<input type="checkbox"/> Stomach pain				
<input type="checkbox"/> Loss of Balance	<input type="checkbox"/> Vomiting Blood				
	<input type="checkbox"/> Gall Bladder Trouble				
	<input type="checkbox"/> Hemorrhoids				

What is your main health concern: \_\_\_\_\_

Is it: Job Related \_\_\_ Auto Accident \_\_\_ Fall \_\_\_ Home Injury \_\_\_ Other: \_\_\_\_\_

When did this condition begin? \_\_\_\_\_ Is it recurring? Y/N Pains are: Sharp Dull Constant Intermittent  
Rate the level of severity: (1= minimal, 10= extreme) \_\_\_\_\_

What activities aggravate your condition/pain? \_\_\_\_\_

What activities lessen your condition/ pain? \_\_\_\_\_

Is the condition worse during certain times of day? Y/N \_\_\_\_\_

If yes when? \_\_\_\_\_ Is it getting worse? Y/N \_\_\_\_\_

Is this condition interfering with: Work? \_\_\_\_\_ Sleep? \_\_\_\_\_ Routine? \_\_\_\_\_ Other: \_\_\_\_\_

Have you seen other doctors for this concern? \_\_\_\_\_ What did they recommend? \_\_\_\_\_

Have you had previous chiropractic care? Y/N If yes, when? \_\_\_\_\_ Reason for initial visit: \_\_\_\_\_

**Medications:** Are you taking any medications? Y/N (If yes: name, frequency, and dosage) \_\_\_\_\_

What side effects have you experienced from these drugs? \_\_\_\_\_

Have you had surgery/Hospitalizations? Y/N Reason: \_\_\_\_\_ Date: \_\_\_\_\_

**Accident History:** Within the past year: (Date and Describe) \_\_\_\_\_

\_\_\_\_\_

Over a year ago: (Date and Describe) \_\_\_\_\_

\_\_\_\_\_

**Women Only:** Are you pregnant? Y/N Due Date: \_\_\_\_\_ Last Menstrual Period: \_\_\_\_\_

Birth Trauma? Y/N \_\_\_\_\_

To better serve you in our office, please check any of the conditions below that you or your family have or have had in the past:

	Yourself	Spouse	Children	Father	Mother
Acid Reflux					
ADHD					
Allergies					
Anxiety					
Arthritis					
Asthma					
Autoimmune problems					
Bed wetting					
Cancer					
Constipation					
Depression					
Diabetes					
Dizziness					
Ear Infections					
Eczema					
Fatigue					
Flu					
Headaches					
Heart problems					
Immune problems					
Indigestion					
Infertility					

<b>Kidney problems</b>					
<b>Liver problems</b>					
<b>Menstrual problems</b>					
<b>Migraines</b>					
<b>Nausea</b>					
<b>Numbness</b>					
<b>Sciatica</b>					
<b>Scoliosis</b>					
<b>Seizures</b>					
<b>Sinus problems</b>					
<b>Stiffness</b>					
<b>Stomach trouble</b>					
<b>TMJ pain</b>					
<b>Ulcers</b>					
<b>Vertigo</b>					
<b>Other (Please explain)</b>					

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_



## HIPPA 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 Helping Hands Chiropractic, LLC (HHC) 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 right to access and control your PHI 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 PHI may be used and disclosed by your physician, HHC 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 HHC, and other use required by law.

**TREATMENT:** HHC will use and disclose your PHI 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, HHC would disclose your PHI, as necessary, to a home health agency that provides care to you, or 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 PHI will be used, as needed, to obtain payment from your insurance company for your health care services. For example, obtaining approval for a hospital stay may require that your relevant PHI be disclosed to the health plan to obtain approval for the hospital admission.

**HEALTHCARE OPERATIONS:** HHC may use or disclose, as needed, your protected health information in order to support the business activities of HHC. These activities include, but are not limited to: (a) quality assessment activities; (b) employee review activities; (c) training of medical students; and (d) licensing and conducting or arranging for other business activities. For example, HHC may disclose your PHI to medical school students that see patients at the office. In addition, HHC may use a sign-in sheet at the registration desk where you will be asked to sign your name, may call you by name in the waiting room when your physician is ready to see you, may use or disclose your PHI as necessary to contact you to remind you of your appointment by leaving a message on a recorded answering system at your home or office.

At HHC, it is the practice of this office to provide chiropractic care in a "semi-closed" environment. "Semi-closed" adjusting involves patient care in a setting where other patients in the reception area are able to see into the adjusting rooms, as well as possibly hear what is being discussed in the adjustment room. This environment is used for ongoing care and is NOT used for initial examination and patient history consultation. We are requesting this authorization of you due to various interpretations under federal law with respect to what is known as "incidental disclosure" of health information. I accept and agree to being treated in this "semi-closed" environment and understand the potential risk for incidental disclosure and do not hold HHC liable for such actions.

- **I give HHC permission to use my address, phone number, and clinical records to contact me with appointment reminders, missed appointment notification, birthday cards, holiday related cards, newsletters, information about treatment alternatives, or other health related information.**
- **If HHC contacts me by phone, I give them permission to leave a message on my voice mail or answering machine.**
- **I give HHC permission to use my name on the welcome board, referral board, birthday board, prize winning notices, and community information (i.e. newspaper clippings).**
- **I give HHC permission to adjust me in a semi-closed room setting where other patients and office staff may be able to overhear some of my PHI during the course of care. This semi-closed room environment is used for ongoing care, and is not the environment used for taking patient histories, performing examinations, or presenting report of findings, as these procedures are completed in a private, confidential setting.**



Helping Hands Chiropractic may use or disclose your PHI in the following situations without your authorization. These situations include: as required by law; public health issues; communicable diseases; health oversight; abuse or neglect; Food and Drug Administration requirements; legal proceedings; law enforcement; coroner; funeral directors, organ donation; research; criminal activity; military activity, National security; workers' compensation, Required Uses and Disclosures. Under the law, we must make disclosures to you and when required by the Secretary of the Department 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:**

Following is a statement of your rights with respect to your PHI.

**You have the right to inspect and copy your PHI.** However, in accordance with federal law, you may not inspect and copy the following records: psychotherapy notes, information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and PHI that is subject to law that prohibits access to PHI.

**You have the right to request a restriction or your PHI.** This means you may ask us not to use or disclose any part of your PHI for the purposes of treatment, payment, or health care operations. You may also request that any part of your PHI 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 state specific restrictions 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 health care 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 in an alternative medium, such as electronically.

**You may have the right to have your physician amend your PHI.** 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 such rebuttal.

**You have the right to receive an accounting of certain disclosures we have made, if any, of your PHI.**

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 withdraw as provided in this notice.

#### **COMPLAINTS**

If you believe that Helping Hands Chiropractic, LLC has violated your privacy rights, you may file a complaint with Niquisheila Smith, D.C. at Helping Hands Chiropractic, LLC at 27 Bullsboro Drive Newnan, Ga 30263, or you file a complaint with the Secretary of Health and Human Services, at 200 Independence Avenue SW, Washington DC 20201.

**I have read, understand and agree to the aforementioned HIPPA regulations.**

Signature (parent/guardian, when applicable) \_\_\_\_\_ Date \_\_\_\_\_



**TERMS OF ACCEPTANCE/ CONSENT TO 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 used to attain it. This will prevent any confusion or disappointment.

- ◆ **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.
- ◆ **Subluxation:** A misalignment of one or more of the 24 vertebra in the spinal column which is caused by an alteration of nervous system function and interference with the transmission of mental impulses, resulting in a lessening of the body's innate ability to express its maximum health potential.

We do not offer to diagnose or treat any disease or condition other than subluxation. However, if during the course of a chiropractic neurological examination, 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 another health care provider.

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 find and remove vertebral subluxations. Our only method is specific adjusting to correct neurological subluxations.

I hereby consent to and authorize the administration of all diagnostic and chiropractic treatments that may be considered advisable or necessary in the judgment of Helping Hands Chiropractic, LLC.

**I also certify that no guarantee or assurance has been made to the results that may be obtained. I understand and agree that health and accident insurance policies are an arrangement between an insurance carrier and me. Furthermore, I understand that while Helping Hands Chiropractic, LLC may prepare necessary reports and forms to assist me in making collections from the insurance company, all services rendered to me are charged directly to me and I am personally responsible for payment.**

I have read, understand, and agree to, the above statements.

Signature (Parent/guardian, when applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**Women Only:** This is to certify that to the best of my knowledge I am not pregnant and the above doctor and his associates have my permission to perform an x-ray evaluation. I have been advised that x-rays can be hazardous to an unborn child.

Date of last menstrual period \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_