



File: \_\_\_\_\_

### Practice Member Information

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

Appointment Date M \_\_\_\_ D \_\_\_\_ 20 \_\_\_\_ Birth Date M \_\_\_\_ D \_\_\_\_ Y \_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ May we leave a message? ☐ Yes ☐ No

Cell Phone: \_\_\_\_\_ May we leave a message? ☐ Yes ☐ No

Work Phone: \_\_\_\_\_ May we leave a message? ☐ Yes ☐ No

Email: \_\_\_\_\_

May we add you to our email newsletter and calendar of events? *(Your email will not be shared)* ☐ Yes ☐ No

Spouse's name? \_\_\_\_\_

Name(s) and age(s) of children: \_\_\_\_\_

Occupation: \_\_\_\_\_ Do you primarily: ☐ Sit ☐ Stand ☐ Perform repetitive tasks

How did you hear about us? \_\_\_\_\_

### Healthcare History

Have you had previous chiropractic care? ☐ Yes ☐ No

Who was your previous Chiropractor? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Were X-rays taken in the last 6 months? ☐ Yes ☐ No

What was the primary reason for consulting that office?

☐ Relief Care - Symptom relief of pain or discomfort

☐ Corrective Care - Correcting, relieving and stabilizing spinal, joint and postural issues

☐ Wellness Care - Maximizing the body's ability for optimal healing and function

Do you feel your previous chiropractic care was effective? ☐ Yes ☐ No

Please explain: \_\_\_\_\_

Are you wearing: ☐ Heel Lifts ☐ Custom Orthotics

Family Doctor: \_\_\_\_\_

Date and reason of last visit: \_\_\_\_\_

May we contact your family doctor regarding your care at our office if necessary? ☐ Yes ☐ No

Naturopathic Doctor: \_\_\_\_\_

Date and reason of last visit: \_\_\_\_\_

### Other Specialists and healthcare professionals:

Name: \_\_\_\_\_ Professional Designation: \_\_\_\_\_

Date and reason of last visit: \_\_\_\_\_

Name: \_\_\_\_\_ Professional Designation: \_\_\_\_\_

Date and reason of last visit: \_\_\_\_\_



### Wellness Profile

Do you have a specific concern that brings you in?

☐ No, I'm interested in having my nervous system assessed to achieve optimal health and functioning.

☐ Yes: **If yes, please answer the following questions:**

What is your primary area of complaint today? \_\_\_\_\_

How long have you been aware of this? ☐ days ☐ weeks ☐ months ☐ years

Where else does this pain go in your body? \_\_\_\_\_

How often do you experience this? ☐ daily ☐ weekly ☐ monthly ☐ comes and goes ☐ constantly

On a scale of 1 to 10 (10 being the worst), how does it feel when it's at its worst? \_\_\_\_\_

How would you describe the pain/discomfort?

☐ Dull ☐ Achy ☐ Throbbing ☐ Stabbing ☐ Tight/Stiff ☐ Burning ☐ Sharp ☐ Other: \_\_\_\_\_

What makes it feel worse? \_\_\_\_\_

What makes it feel better? \_\_\_\_\_

Do you notice any other problems in your body when you get this pain/discomfort? \_\_\_\_\_

Do you feel your condition getting progressively worse? ☐ Yes ☐ No

Do you feel your condition can be healed? ☐ Yes ☐ No

What have you tried that **has** helped? ☐ Ice ☐ Heat ☐ Medication ☐ Massage ☐ Physical Therapy ☐ Chiropractic ☐ Other: \_\_\_\_\_

What have you tried that **hasn't** helped? ☐ Ice ☐ Heat ☐ Medication ☐ Massage ☐ Physical Therapy ☐ Chiropractic ☐ Other: \_\_\_\_\_

See additional **Spinal Nerve Function Form** to provide further detail on your **Wellness Profile (Page5)**

### Lifestyle Information

The human body is designed to be healthy. The primary system in the body which coordinates health and function is the nervous system. Your nervous system is surrounded and protected by the bones of the spine, called vertebrae. Physical, emotional, and chemical stresses, common to our contemporary lifestyle, can result in misalignment to the spinal column as well as damage the delicate nervous system. The result is a condition called a Vertebral Subluxation. The remainder of the intake form addresses the possible factors which may contribute to vertebral subluxation in your spine which may be impeding your body's ability to heal.

### Physical

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Are you happy with your current physical appearance and abilities? ☐ Yes ☐ No

Frequency of exercise/week: Cardio? ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

Weight bearing? ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

Do you stretch after exercise or after other activities of poor posture? ☐ Yes ☐ No ☐ Sometimes

No Hours of sleep/night? ☐ >6 ☐ 7-9 ☐ 10

Do you feel refreshed upon waking? ☐ Always ☐ Sometimes ☐ Rarely

Age of mattress? \_\_\_\_\_ Do you feel your mattress is appropriate for your sleeping style? ☐ Yes ☐ No

Which position do you sleep? ☐ Back ☐ Belly Side ☐ Right ☐ Left ☐ Both



- Number of hours spent commuting/week? ☐ 0-2 ☐ 3-5 ☐ 6-8 ☐ 9-11 ☐ 12+
- Number of hours spent at a desk or computer/week? ☐ 0 ☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ 21-40 ☐ 41+
- Number of hours spent on smart device/tablet/week? ☐ 0 ☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ 21-40 ☐ 41+
- Do you perform any repetitive tasks at home or at work? ☐ Yes ☐ No
- Have you ever been hospitalized or had surgery? ☐ Yes ☐ No
- If yes why and when? \_\_\_\_\_
- Have you ever been in a motor vehicle accident (even if it was minor)? ☐ Yes ☐ No
- If yes, what kind and when? \_\_\_\_\_
- Were you evaluated and treated after each accident? ☐ Yes ☐ No
- Have you had any non-vehicle accidents or falls? ☐ Yes ☐ No

## Early Years

- To your knowledge, was your delivery difficult? ☐ Yes ☐ No
- If yes: ☐ Forceps ☐ Vacuum ☐ Caesarean ☐ Breech ☐ Other: \_\_\_\_\_
- Were you breast fed? ☐ No ☐ Yes For how long? \_\_\_\_\_ Did you experience emotional trauma as a child? ☐ Yes ☐ No
- Were you ever given antibiotics as a child? ☐ Yes ☐ No Did you ever have ear infections as a child? ☐ Yes ☐ No
- Any major childhood illness? ☐ Yes ☐ No

## Emotional

- Rate your current level of personal stress in your life: ☐ None ☐ Low ☐ Moderate ☐ High
- Rate your current level of relationship stress in your life: ☐ None ☐ Low ☐ Moderate ☐ High
- Rate your current level of financial stress in your life: ☐ None ☐ Low ☐ Moderate ☐ High
- Rate your current level of health stress in your life: ☐ None ☐ Low ☐ Moderate ☐ High
- Rate your current level of family stress in your life: ☐ None ☐ Low ☐ Moderate ☐ High
- Rate your current level of career stress in your life: ☐ None ☐ Low ☐ Moderate ☐ High
- Do you feel you have a supportive network of friends and family? ☐ Yes ☐ No
- Do you feel you have healthy coping strategies for life stress? ☐ Yes ☐ No

## Chemical

- Were you vaccinated as a child? ☐ Yes ☐ No
- Any adverse reactions to vaccines? ☐ Yes ☐ No
- Do you choose to have annual flu shots? ☐ Yes ☐ No
- Do you take antibiotics? ☐ Yes ☐ No, How often? \_\_\_\_\_
- How many glasses of water/day: ☐ 0 ☐ 1-3 ☐ 4-6 ☐ 7-9 ☐ 10+
- How many glasses of caffeinated beverages/day: ☐ 0 ☐ 1-3 ☐ 4-6 ☐ 7-9 ☐ 10+
- How many glasses of cow's milk, juice and pop/day: ☐ 0 ☐ 1-3 ☐ 4-6 ☐ 7-9 ☐ 10+
- Do you eat gluten? ☐ Yes ☐ No ☐ Trying to eliminate from diet
- Do you eat dairy? ☐ Yes ☐ No ☐ Trying to eliminate from diet
- Do you eat refined sugars? (white sugar, white bread and pasta) ☐ Yes ☐ No ☐ Trying to eliminate from diet
- Do you eat boxed/frozen foods? ☐ Yes ☐ No ☐ Trying to eliminate from diet
- Do you choose organic foods? ☐ Yes ☐ No, which: ☐ Veggies ☐ Fruits ☐ Meats ☐ Grains
- All Do you eat any artificial sweeteners? (Splenda, Aspartame, Diet Soda, etc) ☐ Yes ☐ No
- Any food/drink allergies, sensitivities, intolerances? ☐ Yes ☐ No



Do you smoke? ☐ Yes ☐ No ☐ I used to for \_\_\_\_ years ☐ I wish I didn't

Are you or have you been exposed to secondhand smoke? ☐ Yes ☐ No

Do you drink alcohol? ☐ Yes ☐ No ☐ 0-6/week ☐ 6-12/week ☐ 12+/week

Do you take a probiotic daily? ☐ Yes ☐ No \_\_\_\_\_ CFU's/day

Do you take vitamin D3 daily? ☐ Yes ☐ No \_\_\_\_\_ IU's/day

Do you take Omega 3 Fish Oils daily? ☐ Yes ☐ No \_\_\_\_\_ mg/day Capsule Liquid

Other supplements or homeopathics? \_\_\_\_\_

Any other daily medication and their purpose? \_\_\_\_\_

Do you have a plan in place with your medical doctor to wean yourself off of any long term medications? ☐ Yes ☐ No

### Family Health

At our clinic we are not only interested in your health and wellness, but also the health and wellness of the important people in your life. Please mention below any health conditions or concerns you may have about your:

Children: \_\_\_\_\_

Spouse: \_\_\_\_\_

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Brothers/Sisters: \_\_\_\_\_

Are you seeking chiropractic care today for:

- ☐ Relief Care - Symptom relief of pain or discomfort
- ☐ Corrective Care - Correcting, relieving and stabilizing spinal, joint and postural issues
- ☐ Wellness Care - Maximizing the body's ability for optimal healing and function of the nervous system

Do you have other concerns we should know about?

\_\_\_\_\_

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### Goals & Consent

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**What is your primary goal for consulting our clinic?**

Our goals are to provide a detailed assessment of your current health status and provide to you the resources for a highly engaged and healthy body which is functioning at its absolute peak potential. Essential to this is a healthy nervous system functioning free from interference called subluxations. You've taken an important step for your health through a chiropractic evaluation!

#### Consent to Evaluation

I \_\_\_\_\_ hereby grant permission to receive a chiropractic evaluation including history, spinal scan and examination. Any findings will be communicated before consenting to commencement of care, if appropriate.

\_\_\_\_\_  
Consenting Adult's Signature

\_\_\_\_\_  
Date



### SPINAL NERVE

#### ORGANS & GLANDS

The organs and glands listed below are linked to the corresponding sections of the spine and it's spinal nerves.

#### ASSOCIATED SYMPTOMS

Please indicate below any symptoms you are currently experiencing as well as any you have previously experienced.

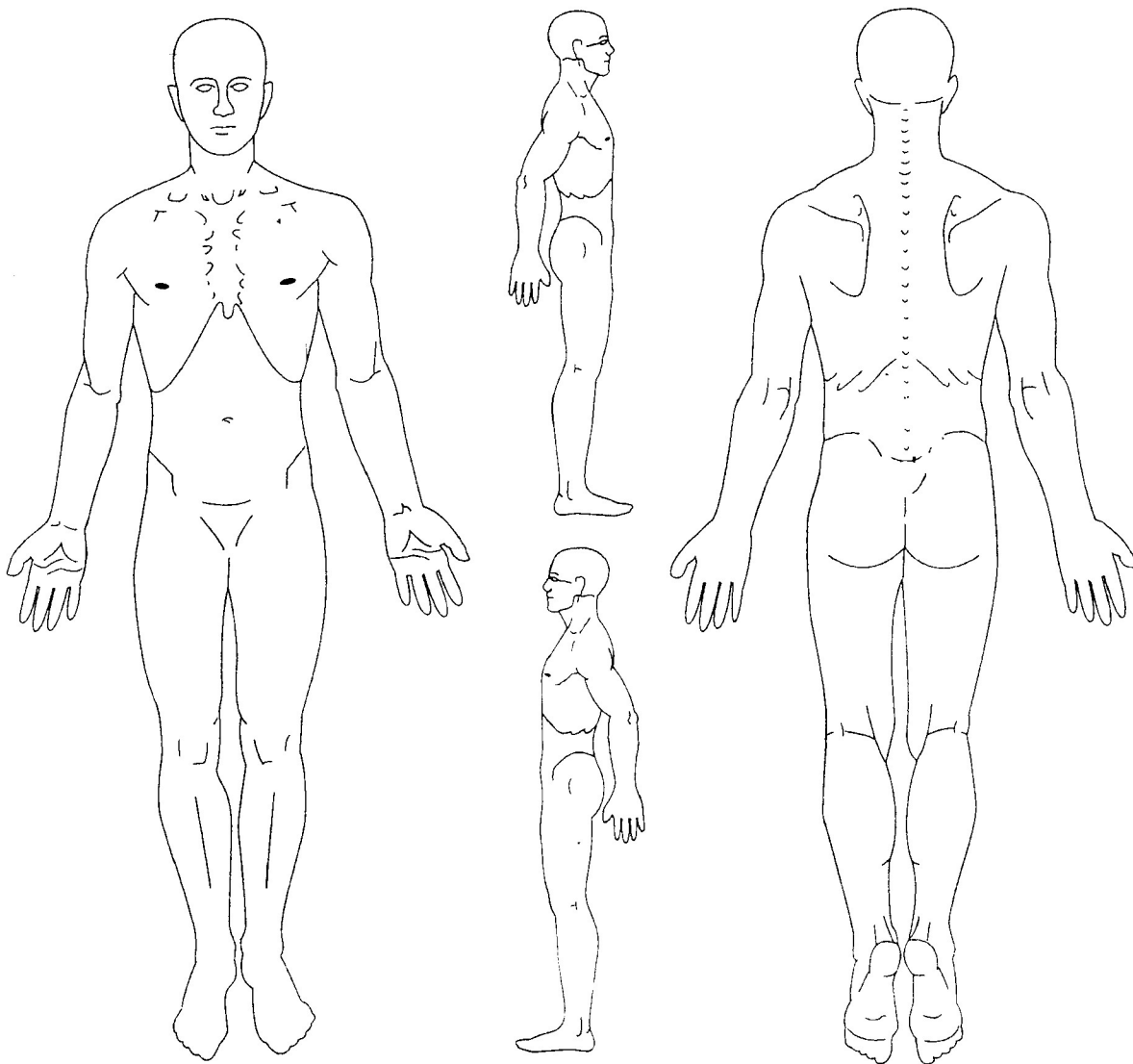
		CERVICAL		THORACIC		LUMBAR		SACRAL																																	
		C1	C2	C3	C4	C5	C6	C7	C8	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	L1	L2	L3	L4	L5	S1	S2	S3	S4	S5										
		<p>Parotid Gland • Scalp Base of Skull • Eyes Lacrimal Gland • Sinuses Inner, Middle &amp; Outer Ear Nose • Mouth Intracranial Blood Vessels Sympathetic Nervous System Neck Muscles • Diaphragm Shoulders • Elbows • Arms Wrists • Hands &amp; Fingers Tonsils • Vocal Cords Esophagus • Heart Lungs • Chest • Thyroid</p>										<p>Arms • Wrists Esophagus • Chest • Heart Lungs • Trachea • Larynx Diaphragm • Stomach Gallbladder • Liver Pancreas • Small Intestine Spleen • Kidneys • Appendix Adrenals • Colon • Buttocks Uterus • Ovaries • Testes</p>										<p>Large Intestine • Colon Thighs • Buttocks • Groin Knees • Legs • Feet Reproductive Organs</p>										<p>Buttocks • Groin • Legs Ankles • Feet • Toes Prostate Gland • Bladder Reproductive Organs</p>									
		<p>Sinus &amp; Ear Pain/Infection Runny Nose &amp; Allergies Frequent Head Colds Sore Throat &amp; Tonsillitis Strep Throat Chronic Cough &amp; Croup Difficulty Breathing Poor Immunity Dizziness &amp; Vertigo Tinnitus &amp; Ear Fullness Vision Problems Watery/Dry Eyes Chronic Fatigue Poor Concentration Depression</p>										<p>Asthma Bronchitis &amp; Pneumonia Congestion Reflux &amp; GERD Indigestion &amp; Heartburn Stomach Pains Ulcers Gas &amp; Bloating Jaundice Liver Conditions Blood Sugar Dysregulation</p>										<p>Irritable Bowel, Colitis, Crohn's Gas Pain &amp; Constipation Diarrhea Hemorrhoids Bladder Infections Bladder Incontinence &amp; Bedwetting Painful/Excessive Urination</p>										<p>Varicose Veins Leg Cramping Restless Legs Poor Circulation &amp; Cold Feet</p>									
		<p>Anxiety &amp; Stress Seizures ADD/ADHD Thyroid Dysfunction Metabolic Dysfunction Insomnia High/Low Blood Pressure Enlarged Lymph Glands Migraines &amp; Headache TMJ Pain Stiff Neck Arm Pain Hand/Finger Numbness Loss of Grip Strength</p>										<p>Kidney Stones Gall Bladder Attacks Skin Conditions &amp; Rashes Menstrual Cramps/PMS Infertility Menstrual Dysfunction Rashes &amp; Eczema Hyperactivity Shoulder Pain Midback Pain Rib Pain</p>										<p>Prostate Dysfunction &amp; Impotence Ovarian Cysts &amp; Endometriosis Fertility Problems/ Loss of Menstruation Low Back Pain Hip Pain Thigh Pain Numbness &amp; Tingles in Legs</p>										<p>Sciatica Pelvic Pain Knee Pain Ankle Pain &amp; Sprains Foot Pain &amp; Weak Arches</p>									

Patient Name(Print) \_\_\_\_\_ Date \_\_\_\_\_

Patient ID # \_\_\_\_\_

Please draw the location of your pain or discomfort on the images below. Use the symbols shown to represent the type(s) of pain:

- D** = Dull  
**B** = Burning  
**N** = Numb
- S** = Stabbing/Cutting  
**T** = Tingling (Pins & Needles)  
**C** = Cramping

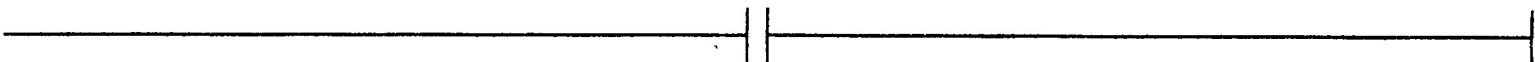


On the scales below, please draw a vertical line representing your pain or discomfort:

Rate the pain you have right **now**:

Rate your pain at its **best** in the past week:

No Pain                                      Unbearable Pain    No Pain                                      Unbearable Pain



Rate your **average** pain in the past week:

Rate your **worst** pain in the past week:

No Pain                                      Unbearable Pain    No Pain                                      Unbearable Pain



## **EXPLANATION OF PROFESSIONAL FEES**

### **CONSULTATION: No charge**

The consultation takes place subsequent to the new patient history examination. The doctor will discuss with the patient any current complaints. The doctor will also give the patient a brief explanation of the chiropractic and the care they will be receiving.

### **CHIROPRACTIC EXAMINATIONS: \$50-225**

New patient history examination:

A case history on the new patient involves questions regarding the past and present health complaints. The doctor also performs various ranges of motion, orthopedic, neurological, and/or chiropractic tests.

### **BRIEF EXAMINATION: \$40-80**

Consists of the doctor questioning the patient as to their subjective status prone and supine leg length differential tests, Derryfield, spinal motion palpation and cervical syndrome tests to determine the patient status objectively. Based on the above, the doctor determines whether the patient requires a corrective adjustment on that visit.

### **ESTABLISHED PATIENT RE-EXAMS: \$60**

Subsequent to the 12th-15th visit the doctor will perform several chiropractic tests so that she may further evaluate the patient's progress.

### **CHIROPRACTIC X-RAY STUDIES: \$75-175**

Subsequent to the consultation, and after careful review of the patient's complaint, the doctor will determine if x-rays are necessary for the proper care of the patient.

### **CHIROPRACTIC ADJUSTMENT: \$40-95**

The chiropractic adjustment is the correction parentheses reduction parentheses of a subluxated vertebrae or pelvic segment by means of making a specific, predetermined adjustment. The chiropractic adjustment is made only after careful analysis, delivered in a specific manner, to achieve a predetermined goal. It is a precise, delicate maneuver, requiring special bioengineering skills and deftness.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# CHIROPRACTIC CONNECTION

## FINANCIAL AGREEMENT

We would like to take a moment to welcome you to \_\_\_\_\_ and to assure you that you will be receiving the very best care available.

In order to familiarize you with the financial policies of our office, I would like to explain how your medical bills will be handled. Charges for treatment in this office are due and payable at the time the service is performed. However, if this is inconvenient for you, we will be glad to set up a payment plan to assist you while you are under current care in our office.

### PAYMENT PLAN

\_\_\_\_\_ CASH: I agree to pay the entire balance owing on a daily/weekly basis. I agree to pay any outstanding balance with one month after termination of my care. I further agree to pay a late payment fee of \$\_\_\_\_\_ for any balance that is over 30 days past due.

\_\_\_\_\_ INSURANCE: I understand that the terms of my insurance policy are between the insurance company and myself. Should my insurance company deny any charges incurred, I will be personally responsible for payment for those services in full. I agree to pay my yearly deductible amount and \$\_\_\_\_\_ / \_\_\_\_\_% of my co-payment portion per visit/week/month.

\_\_\_\_\_ PERSONAL INJURY: I agree to allow \_\_\_\_\_ to submit all charges incurred for this accident to my automobile medical payment policy. I further agree that if no coverage is available or if I exhaust my benefits, that I will be personally responsible to pay for all charges incurred on a daily/weekly/monthly basis.

\_\_\_\_\_ 3rd PARTY CLAIM: I understand that I am making a claim against a 3rd party insurance policy and that this policy does not reimburse the doctor directly for any services incurred as a result of my claim. I agree to be personally responsible to pay charges incurred on a daily/weekly/monthly basis (or at the time of settlement of my claim).

\_\_\_\_\_ ATTORNEY LIEN: I understand that \_\_\_\_\_ has agreed to defer the balance of any unpaid charges until settlement of my claim/lawsuit. I further understand that if I change attorneys or release my attorney prior to the settlement of my claim this agreement is void and I agree to pay the full balance due immediately.

\_\_\_\_\_ MEDICARE: I understand that my Medicare insurance policy covers 80% manipulation treatment only. I agree to be personally responsible for all charges which are not covered by Medicare, including my \$100 yearly deductible, and the 20% co-payment amount for covered services, at the time those services are rendered.

I further understand that if I suspend or terminate my care with this office, my balance will be immediately due and payable.

I have read and agree to the above:

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date



# CHIROPRACTIC CONNECTION

## DR. DANA TANKELL

### TERMS OF ACCEPTANCE

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.

**Vertebral Subluxation:** A misalignment of one or more of the 24 vertebrae in the spinal column which causes alteration of nerve function and interface to 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 vertebral subluxation. However, if during the course of a chiropractic spinal examination, we encounter non-chiropractic or unusual finding, 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 eliminate a major interference to the expression of the body's innate wisdom. Our only method is specific adjusting to correct vertebral subluxations.

I, \_\_\_\_\_ have read and fully understand the above statement.

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

I therefore accept chiropractic care on this basis.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Consent to evaluate and adjust a minor child

I, \_\_\_\_\_ being the parent or legal guardian  
of \_\_\_\_\_ have read and fully understand the above terms of acceptance  
and hereby grant permission for my child to receive chiropractic care.

#### Pregnancy Release

This is to certify that to the best of my knowledge I am not pregnant and the above doctor and his/her associates have my permission to perform an x-ray evaluation. I have been advised that x-ray can be hazardous to an unborn child. Date of last menstrual period: \_\_\_\_\_.

Signature and Date \_\_\_\_\_



## **NOTICE OF PRIVACY**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU HAVE ACCESS TO THIS INFORMATION. REVIEW IT CAREFULLY.**

As your health care provider, we are required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

### **Disclosure of your Health Care Information**

#### **Treatment & Payment Purposes**

We may disclose your health care information to staff and other healthcare professionals within our practice for the purpose of consultation, treatment, payment or healthcare operations. Additionally, we disclose your health information to your insurance provider(s), billing and insurance personnel, or a medical billing clearinghouse or collection agencies for the purpose of payment of your health care services. This office utilizes an outside billing service.

#### **Workers' Compensation**

We may disclose your health information as necessary to comply with state Work Comp Laws.

#### **Emergencies**

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency.

#### **Other**

As required by law, we may disclose your health information to the following persons or entities:

- Public Health Authorities
- Law Enforcement Officials
- Medical Examiners or Coroners
- Approved Medical Research or Review Board
- Public Safety Officers
- Specialized Government Agencies

#### **Communications**

We may contact you for additional communications, or other purposes, as described below:

*It is our policy to call your home on the day prior to your scheduled appointment to remind you of your appointment time. A reminder message is left with a person or answering machine if you are not at home.*

*Birthday cards and/or seasonal greeting cards are sent to your home periodically throughout the year, which may offer you a discounted or free service, a gift or medical reminders. These greeting cards are often post cards and are not enclosed in a sealed envelope. In the office, you may be asked to sign in and your name may be called out loud. If this is not desired, please tell the receptionist so alternative methods might be utilized to protect your privacy.*

#### **Change of Ownership**

In the event that this practice is sold or merged with another organization, your health record will become the property of the new owner.

#### **Your Health Information Rights**



- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that we are not required to agree to the restriction that you requested.
- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have a right to request that we amend your protected health information. Please be advised, however, that we are not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your protected health information made by our office.
- You have a right to paper copy of this Notice of Privacy Practices at any time upon request.

#### **Changes to this Notice of Privacy Practices**

We reserve the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains.

We are required by law to maintain the privacy of your health information and to provide you with notice of our legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact our office manager.

#### **Complaints**

Complaints about your Privacy Rights, or how our office handles the use or disclosure of your health information should be directed to our office manager.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201

This notice is effective as of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I have read the Privacy Notice and understand my rights contained in the notice.

\_\_\_\_\_  
Patient's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date