

# New Patient Evaluation

Adult (12+ Years)

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

## Patient Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Who can we thank for referring you? \_\_\_\_\_

Have You Ever Received Chiropractic Care? \_\_\_\_\_

*The human body is designed to be healthy. Throughout life, events occur which damage your health experience. This case history will uncover the layers of damage, especially to your nerve system and spine that can result in poor health. Following your exam, Dr. Lomonaco will outline a course care to begin to correct these layers of damage and to help you recover your inborn/innate health potential.*

## Past Health History

### During Your Birth Process:

Hospital Birth \_\_\_\_\_ Home Birth \_\_\_\_\_ Midwife Assisted \_\_\_\_\_

Vaginal Delivery \_\_\_\_\_ Planned C-Section \_\_\_\_\_ Emergency C-Section \_\_\_\_\_

Was Birth Induced? \_\_\_\_\_ Forceps Delivery \_\_\_\_\_ Vacuum Extraction \_\_\_\_\_

Anesthesia Given \_\_\_\_\_ Fetal Distress \_\_\_\_\_ Was Delivery Difficult? \_\_\_\_\_

Head Presentation \_\_\_\_\_ Face Presentation \_\_\_\_\_ Breech Presentation \_\_\_\_\_

### During Your Childhood and Adolescence:

\_\_\_\_\_ Were You Breast fed? \_\_\_\_\_ Did You Fall Down Stairs?

\_\_\_\_\_ Chair pulled out when sat down? \_\_\_\_\_ Were you yanked by your arm?

\_\_\_\_\_ Were You Taught How to Care For Your Spine?

\_\_\_\_\_ Childhood Illnesses? Explain: \_\_\_\_\_

\_\_\_\_\_ Have You Been in a Car Accident or Near-Miss? Explain: \_\_\_\_\_

\_\_\_\_\_ Have You Ever Broken Any Bones? Explain: \_\_\_\_\_

\_\_\_\_\_ Other Non-Surgical Injury or Trauma? Explain: \_\_\_\_\_

Ear Infections \_\_\_\_\_ Colic \_\_\_\_\_ Asthma \_\_\_\_\_ Attention Deficit \_\_\_\_\_

Tobacco \_\_\_\_\_ Alcohol \_\_\_\_\_ Non-Prescription Drugs \_\_\_\_\_

Do You Have Any Allergies? Explain: \_\_\_\_\_

\_\_\_\_\_ Are You Taking Any Prescribed Medications? Please List:

Medication: \_\_\_\_\_ Reason for Taking: \_\_\_\_\_

Medication: \_\_\_\_\_ Reason for Taking: \_\_\_\_\_

\_\_\_\_\_ Have You Had Any Surgery? Please List:

Date: \_\_\_\_\_ Procedure: \_\_\_\_\_

Date: \_\_\_\_\_ Procedure: \_\_\_\_\_

Date: \_\_\_\_\_ Procedure: \_\_\_\_\_

**Females:** Date Last Menstrual Period Began \_\_\_\_\_ Are You Possibly Pregnant? \_\_\_\_\_

\_\_\_\_\_ Have You Ever Been Pregnant? Please List:

Date: \_\_\_\_\_ Outcome of Pregnancy: \_\_\_\_\_

Date: \_\_\_\_\_ Outcome of Pregnancy: \_\_\_\_\_

Date: \_\_\_\_\_ Outcome of Pregnancy: \_\_\_\_\_

### Family Health History

Please List Associated Health Problems of Relatives:

Member: \_\_\_\_\_ Health Issue: \_\_\_\_\_

Member: \_\_\_\_\_ Health Issue: \_\_\_\_\_

Member: \_\_\_\_\_ Health Issue: \_\_\_\_\_

Please List Deaths in Immediate Family:

Member: \_\_\_\_\_ Age: \_\_\_\_\_ Cause: \_\_\_\_\_

Member: \_\_\_\_\_ Age: \_\_\_\_\_ Cause: \_\_\_\_\_

Member: \_\_\_\_\_ Age: \_\_\_\_\_ Cause: \_\_\_\_\_

### Social and Occupational History:

\_\_\_\_\_ Level of Education: \_\_\_\_\_

Job Description: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Recreational Activities: \_\_\_\_\_

Lifestyle (hobbies, exercise, etc): \_\_\_\_\_

### Current Health:

\_\_\_\_\_ Do You Smoke? How Often: \_\_\_\_\_

\_\_\_\_\_ Do You Drink Alcohol? How Often: \_\_\_\_\_

\_\_\_\_\_ Do You Take Non-Prescription Drugs? Explain: \_\_\_\_\_

\_\_\_\_\_ Do You Eat Health Foods? Explain: \_\_\_\_\_

\_\_\_\_\_ Do You Have Issues With Your Teeth? Explain: \_\_\_\_\_

\_\_\_\_\_ Do You Have Issue With Your Eyes? Explain: \_\_\_\_\_

\_\_\_\_\_ Do You Have Issues With Your Hearing? Explain: \_\_\_\_\_

_____ Do You Exercise Regularly?	Explain: _____
_____ Do You Sleep Well?	Explain: _____
_____ Did/Do You Have Occupational Stress?	Explain: _____
_____ Did/Do You Have Physical Stress?	Explain: _____
_____ Did/Do You Have Emotional Stress?	Explain: _____
_____ Did/Do You Have Sport Injuries?	Explain: _____
_____ What Is Your Sleeping Posture?	

**Chief Complaint Information:**

What Is Your Main Complaint: \_\_\_\_\_

How Long Has It Occurred: \_\_\_\_\_

How Did This Condition Begin: \_\_\_\_\_

Is There Anything That Will Make It Better: \_\_\_\_\_

Is There Anything That Will Make It Worse: \_\_\_\_\_

What Part of Day Is Your Condition Better: \_\_\_\_\_

What Part of Day Is Your Condition Worse: \_\_\_\_\_

Has Your Condition Been Constant or Does It Come and Go: \_\_\_\_\_

\_\_\_\_\_ Have You Been Treated For This Condition? By Whom: \_\_\_\_\_

If There Is Pain Involved, On a Scale of 1-10 (10 Being The Worst Possible Pain), How Would You Rate It:

Right Now: \_\_\_\_\_/10      The Worst Point: \_\_\_\_\_/10      The Best Point: \_\_\_\_\_/10

Is This Pain/Sensation:

Sharp     Stabbing     Dull     Achy     Throbbing     Tingling     Stiff     Burning     Numb

**Please Mark Any of the Following That You Have Now or Have Experienced:**

_____ Headaches	_____ Pain in Hands or Arms	_____ Chest Pain
_____ Neck Pain	_____ Numbness in Hands or Arms	_____ Heart Attack
_____ Sleeping Problems	_____ Pain in Legs or Feet	_____ High Blood Pressure
_____ Low Back Pain	_____ Numbness in Legs or Feet	_____ Stroke
_____ Nervousness	_____ Fatigue	_____ Cancer
_____ Tension	_____ Depression	_____ Painful Urination
_____ Irritability	_____ Lights Bother Eyes	_____ Diabetes
_____ Dizziness	_____ Loss of Memory	_____ Diarrhea
_____ Pain Between Shoulders	_____ Shoulder Pain	_____ Constipation
_____ Neck Stiff	_____ Sinus	_____ Stomach Upset
_____ Joint Swelling	_____ Shortness of Breath	_____ Menstrual Cramps
_____ Fever	_____ Asthma	_____ Weight Loss
_____ Loss of Balance	_____ Allergies	_____ Loss of Smell or Taste

# Symptom Survey

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

- INSTRUCTIONS: Check (0) if the question does not apply to you.  
 Check (1) for **MILD** symptoms (occurring once or twice a year).  
 Check (2) for **MODERATE** symptoms (occurring several times a month).  
 Check (3) for **SEVERE** symptoms (you are aware of it almost constantly).

## GROUP ONE

	Symptom	0	1	2	3		Symptom	0	1	2	3
1	Acid foods upset					11	Strong light irritates				
2	Get chilled often					12	Urine amount reduced				
3	"Lump" in throat					13	Heart pounds after retiring				
4	Dry mouth-eyes-nose					14	"Nervous" stomach				
5	Pulse speeds after meals					15	Appetite reduced				
6	Keyed up – fail to calm down					16	Cold sweats often				
7	Cuts heal slowly					17	Fever easily raised				
8	Gag easily					18	Tingling, Nerve-like pains				
9	Unable to relax					19	Staring, blinks little				
10	Extremities cold, clammy					20	Sour stomach frequent				

## GROUP TWO

	Symptom	0	1	2	3		Symptom	0	1	2	3
21	Joint stiffness after arising					31	Hoarseness frequent				
22	Muscle-leg-toe cramps at night					32	Breathing irregular				
23	"Butterfly" stomach, cramps					33	Pulse slow; feels irregular				
24	Eyes or nose watery					34	Gagging reflex slow				
25	Eyes blink often					35	Difficulty swallowing				
26	Eyelids swollen, puffy					36	Constipation, diarrhea alternating				
27	Indigestion soon after meals					37	"Slow starter"				
28	Always seems hungry; feels "lightheaded" often					38	Get "chilled" infrequently				
29	Digestion rapid					39	Perspire easily				
30	Vomiting frequent					40	Circulation poor, sensitive to cold				
						41	Subject to colds, asthma, bronchitis				

## GROUP THREE

	Symptom	0	1	2	3		Symptom	0	1	2	3
42	Eat when nervous					49	Heart palpitates if meals missed or delayed				
43	Excessive appetite					50	Afternoon headaches				
44	Hungry btw meals					51	Overeating sweets upsets				
45	Irritable before meals					52	Awaken after few hrs sleep – hard to get back to sleep				
46	Get "shaky" if hungry					53	Crave candy or coffee in afternoon				
47	Fatigue, eating relieves					54	Moods of depression: "blues" or melancholy				

48	"Lightheaded" if meals delayed					55	Abnormal craving for sweets or snacks				
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### GROUP FOUR

	Symptom	0	1	2	3		Symptom	0	1	2	3
56	Hands and feet go to sleep easily					65	Muscle cramps, worse during exercise; get "charley horses"				
57	Sigh frequently					66	Shortness of breath on exertion				
58	Aware of "breathing heavily"					67	Dull pain in chest or radiating into left arm worse on exertion				
59	High altitude discomfort					68	Bruise easily, "black and blue" spots				
60	Opens windows in closed room					69	Tendency towards anemia				
61	Susceptible to colds and fevers					70	"Nose bleeds" frequent				
62	Afternoon yawner					71	Noises in head, or "ringing in ears"				
63	Get "drowsy" often					72	Tension under breastbone or feeling of "tightness worse on exertion				
64	Swollen ankles worse at night										

### GROUP FIVE

	Symptom	0	1	2	3		Symptom	0	1	2	3
73	Dizziness					86	Skin peels on soles of feet				
74	Dry skin					87	Pain btw shoulder blades				
75	Burning feet					88	Use laxatives				
76	Blurred vision					89	Stools alternate from soft to watery				
77	Itching skin/feet					90	History of gallbladder attacks or gallstones				
78	Excessive falling hair					91	Sneezing attacks				
79	Frequent skin rashes					92	Dreaming, nightmare type bad dreams				
80	Bitter, metallic taste in mouth in mornings					93	Bad breath (halitosis)				
81	Bowel movements painful or difficult					94	Milk products cause distress				
82	Worrier, feels insecure					95	Sensitive to hot weather				
83	Feeling queasy; headache over eyes					96	Burning or itching in anus				
84	Greasy foods upset					97	Crave sweets				
85	Stools light-colored										

### GROUP SIX

	Symptom	0	1	2	3		Symptom	0	1	2	3
98	Loss of taste for meat					103	Indigestion ½ - 1 hour after eating; may be up to 3 - 4 hrs				
99	Lower bowel gas several hours after eating					104	Mucous colitis				
100	Burning stomach sensations, eating relieves					105	Gas shortly after eating				
101	Coated tongue					106	Stomach "bloating" after eating				
102	Pass large amounts of foul-smelling gas										

**GROUP SEVEN**

	Symptom (A)	0	1	2	3	140	Headaches, “splitting or rending” type				
107	Insomnia					141	Decreased sugar tolerance				
108	Nervousness						<b>Symptom (D)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
109	Can’t gain weight					142	Abnormal thirst				
110	Intolerance to heat					143	Bloating of abdomen				
111	Highly emotional					144	Weight gain around hips or waist				
112	Flush easily					145	Sex drive reduced or lacking				
113	Night sweats					146	Tendency toward ulcers, colitis				
114	Thin, moist skin					147	Increased sugar tolerance				
115	Inward trembling					148	Women: menstrual disorders Young girls: lack of menstrual function				
116	Heart palpitates (female)					149					
117	Increased appetite without weight gain					150	Dizziness				
118	Pulse fast at rest						<b>Symptom (E)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
119	Eyelids and face twitch					151	Headaches				
120	Irritable and restless					152	Hot flashes				
121	Can’t work under pressure					153	Increased blood pressure				
	<b>Symptom (B)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	154	Hair growth on face or body (female)				
122	Increase in weight					155	Sugar in urine (not diabetes)				
123	Decrease in appetite					156	Masculine tendencies				
124	Fatigue easily						<b>Symptom (F)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
125	ringing in ears					157	Weakness, dizziness				
126	Sleepy during day					158	Chronic fatigue				
127	Sensitive to cold					159	Low blood pressure				
128	Dry or scaly skin					160	Nails, weak, ridged				
129	Constipation					161	Tendency toward hives				
130	Mental sluggishness					162	Arthritic tendencies				
131	Hair coarse, falls out					163	Perspiration increase				
132	Headaches upon arising, wear off during day					164	Bowel disorders				
133	Slow pulse, below 65					165	Poor circulation				
134	Frequency of urination					166	Swollen ankles				
135	Impaired hearing					167	Crave salt				
136	Reduced initiative					168	Brown spots or bronzing of skin				
	<b>Symptom (C)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	169	Allergies – tendency to asthma				
137	Failing memory					170	Weakness after colds, influenza				
138	Low blood pressure					171	Exhaustion – muscular and nervous				
139	Increased sex drive					172	Respiratory disorders				

FEMALE ONLY

MALE ONLY

FEMALE ONLY					MALE ONLY						
	Symptom	0	1	2	3		Symptom	0	1	2	3
173	Very easily fatigued					186	Prostate trouble				
174	Premenstrual tension					187	Urination difficult or dribbling				
175	Painful menses					188	Night urination frequent				
176	Depressed feelings before menstruation					189	Depression				
177	Menstruation excessive and prolonged					190	Pain on inside of legs or heels				
178	Painful breasts					191	Feeling of incomplete bowel evacuation				
179	Menstruate too frequently					192	Lack of energy				
180	Vaginal discharge					193	Migrating aches and pains				
181	Hysterectomy/ovaries removed					194	Tire too easily				
182	Menopausal hot flashes					195	Avoids activity				
183	Menses scanty or missed					196	Leg nervousness at night				
184	Acne, worse at menses					197	Diminished sex drive				
185	Depression of long standing										

# INFORMED CONSENT TO EXAMINATION AND CHIROPRACTIC TREATMENT

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

Patient Name \_\_\_\_\_

I, \_\_\_\_\_ understand that this office does not file my insurance and that any fees incurred for treatments are charged directly to me and are my sole responsibility. I hereby authorize the Doctor to perform upon me examination and diagnostic procedures arising from any current or presently unforeseen conditions, which the Doctor considers necessary or advisable in the course of my health care.

The Doctor will be treating his/her patients through any or all of the following: the adjustment of the spine through both low and high force techniques, nutritional counseling, and exercise. The Doctor will utilize various Chiropractic techniques in order to best serve each individual patient. These techniques may include adjustment of the cranial bones, the vertebral column, the pelvis, and the upper and/or lower extremities. The techniques focus on maintaining healthy spinal alignment and motion thereby influencing nervous system function. The Doctor will not directly treat any specific medical conditions.

## ***The material risks inherent in the Chiropractic adjustment:***

- As with any health care procedure, there are certain complications, which may arise during a chiropractic adjustment. Those complications include: fractures, disc injuries, dislocations, muscle strain, Horner's syndrome, diaphragmatic paralysis, cervical myelopathy, and costovertebral strains and separations. Some types of manipulation of the neck have been associated with injuries to the arteries in the neck leading to or contributing to serious complications including stroke. Some patients will feel some stiffness and soreness following the first few days of treatment.

## ***The probability of those risks occurring:***

- Fractures are rare occurrences and generally result from some underlying weakness of the bone, which we check for during the taking of your history, examinations, and possible x-rays. Stroke has been the subject of tremendous disagreement within and without the profession with one prominent authority saying that there is at most a one-in-a-million chance of such an outcome. Since even that risk should be avoided if possible, we employ tests in our examination, which are designed to identify if you may be susceptible to that kind of injury. The other complications are also generally described as "rare".

**It is important that you understand other treatment options outside of Chiropractic care are available to you.**

## ***Other treatment options for your condition may include:***

- Self-administered, over-the-counter analgesics and rest.
- Medical care with prescription drugs.
- Hospitalization.
- Surgery.

## ***The material risks inherent in such options and the probability of such risks include:***

- Overuse of over-the-counter medications produces undesirable side effects. Premature return to work and household chores may aggravate the condition and extend the recovery time. The probability of such complications arising is dependent upon the patient's general health, severity of the patient's discomfort, his/her pain tolerance, and self-discipline in not abusing the medication. Professional literature describes highly undesirable effects from long term use of over-the-counter medications

- Prescription medications can produce undesirable side effects and patient dependence. The risk of such complications arising is dependent upon the patient's general health, severity of the patient's illness, his/her pain tolerance, self-discipline in not abusing the medication, and proper professional supervision. Such medications generally entail very significant risks, some with rather high probabilities.
- Hospitalization in conjunction with other care bears the additional risk of exposure to communicable disease, iatrogenic (doctor induced) mishap, and expense. The probability of iatrogenic mishap is remote, expense is certain; exposure to communicable diseases is likely with adverse result from such exposure dependent upon unknown variables.
- The risks inherent in surgery include adverse reaction to anesthesia, iatrogenic (doctor induced) mishap, all those of hospitalization, and an extended convalescent period. The probability of those risks occurring varies according to many factors.

***The risks and dangers attendant to remaining untreated:***

- Remaining untreated allows the formation of adhesions and reduces mobility, which sets up a pain reaction further reducing mobility. Over time this process may complicate treatment, making it more difficult and less effective the longer it is postponed. The probability that non-treatment will complicate a later rehabilitation is very high.

I, \_\_\_\_\_, UNDERSTAND THE RISKS INVOLVED IN CHIROPRACTIC TREATMENT, THE OTHER OPTIONS AVAILABLE AND THEIR RISKS, AND THE RISKS OF REMAINING UNTREATED. BY SIGNING BELOW I STATE THAT I HAVE WEIGHED THE RISKS INVOLVED IN UNDERGOING TREATMENT AND HAVE MYSELF DECIDED THAT IT IS IN MY BEST INTEREST (OR SAID MINOR'S INTEREST) TO UNDERGO THE TREATMENT RECOMMENDED. HAVING BEEN INFORMED OF THE RISKS, I HEREBY GIVE MY CONSENT TO THE DOCTORS OF THIS CLINIC TO TREAT MY CONDITION AS HE/SHE DEEMS APPROPRIATE THROUGH THE USE OF MANIPULATION OF MY SPINE AND EXTREMITIES, NUTRITIONAL CHANGES, AND RECOMMENDED EXERCISES AND ACKNOWLEDGE THAT NO GUARANTEE OR ASSURANCE AS TO THE RESULTS THAT MAY BE OBTAINED FROM THIS TREATMENT HAS BEEN GIVEN TO ME.

\_\_\_\_\_  
PATIENTS SIGNATURE (OVER 18 YEARS)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PATIENTS PRINTED NAME

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE (FOR MINORS)

# Authorization to Leave Messages and Convey Information

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

Patient Name \_\_\_\_\_

It is sometimes necessary for representatives of Lomonaco Family Chiropractic to contact patients for various notification purposes. The purposes of these communications can range from reminders of appointments, to notify patients that supplements or products they requested are ready for pickup or to ask a patient to call Lomonaco Family Chiropractic regarding an issue or concern.

At no time will a representative of Lomonaco Family Chiropractic discuss your medical circumstances or condition without your consent. The purpose of this consent is to leave a message with members of your household, on your answering machine or voicemail service or through email with your consent below.

You have the right to revoke this consent, in writing, effective the day following your instruction.

\_\_\_\_\_ I authorize Lomonaco Family Chiropractic to LEAVE A MESSAGE ON MY ANSWERING MACHINE AND/OR VOICEMAIL USING THE CONTACT NUMBERS I HAVE PROVIDED.

\_\_\_\_\_ I authorize Lomonaco Family Chiropractic to LEAVE MESSAGES WITH HOUSEHOLD MEMBERS.

\_\_\_\_\_ I authorize Lomonaco Family Chiropractic to contact me at the following email address:

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

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

# Financial Policy

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

Patient Name \_\_\_\_\_

Our first concern in this office is to provide you, the patient, with excellent chiropractic care and wellness education.

- Payment for the Initial New Patient Visit with our doctors is required at the time of your first visit to our office. All other payments, including adjustments, cranial sacral therapy, allergy clearing, and vitamin/ supplements are due at the time that the services are performed. For your convenience we accept cash, checks, MasterCard, Visa, Discover and American Express credit cards.
- Because we run a cash practice, we **DO NOT** file any insurance claims including Medicare. We are currently not providers for Medicare which means you WILL NOT and CANNOT be reimbursed by Medicare for your visits to our office. Upon request we will print a statement that will provide you and your private insurance carrier with the information necessary to make a claim. If you wish to file a claim you are responsible for contacting your insurance carrier and submitting your claim. **Please note that this does not guarantee payment for any part of services rendered. It has been our experience that insurance companies will often deny reimbursement for procedures. It is not uncommon for some insurance companies to deny a claim either at the onset of the patient's acute care or when a patient seeks reimbursement for wellness care. Most insurance companies do not understand wellness care and true holistic prevention. They are allopathic in nature and reimburse accordingly. Please, take the opportunity to educate your insurance providers as to the value of a wellness lifestyle.**
- **Missed Appointment Policy** – In order to provide you and our other patients with the best optimal spinal care, we request that you follow our guidelines regarding broken and/or cancelled appointments. Please remember that we have reserved appointment times especially for you. Therefore, we request at least 24 hours notice in order to reschedule your appointment. This will enable us to offer your cancelled time to other patients that desire to get their treatment completed. Please realize how important it is to keep your reserved time. Thank you for your consideration of our policies.
- **Automobile Accident Policy** – Our office will be happy to file your Personal Injury case if the insurance company that will be handling your case has approved you. After treatment is finished you then become responsible for your balance whether paid with the insurance check received for treatment or from your own personal account. If the insurance company did not cover all of your treatment you become responsible for the remaining balance.

All questions regarding other financial matters should be addressed to our Office Manager/Chiropractic Assistant, Michelle Ashley. We want you to be comfortable dealing with these matters, and we believe open communication will enhance the positive outcome we all desire.

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

Section 7: Notice of Privacy Practices  
**Lomonaco Family Chiropractic**

**Effective April 14, 2003**

**To our patients.** 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 health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**Our commitment to your privacy:**

Our practice is dedicated to maintaining the privacy of your health information. Lomonaco Family Chiropractic is required by law to maintain the confidentiality of your health information. Lomonaco Family Chiropractic realizes that these laws are complicated, but we must provide you with the following important information:

**Use and disclosure of your health information in certain special circumstances:**

**Your Authorization** – Except as outlined below, we will not use or disclose your PHI unless you have signed a form authorizing the use or disclosure. You have the right to revoke that authorization in writing except to the extent that we have taken action in reliance upon the authorization or that the authorization was obtained as a condition of obtaining coverage under the group health plan, and we have the right, under other law, to contest a claim under the coverage or the coverage itself.

**Uses and Disclosures for Payment** – We may make requests, uses, and disclosures of your PHI as necessary for payment purposes. For example, we may use information regarding your medical procedures and treatment to process and pay claims. We may also disclose your PHI for the payment purposes of a health care provider or a health plan.

**Uses and Disclosures for Health Care Operations** – We may use and disclose your PHI as necessary for our health care operations. Examples of health care operations include activities relating to the creation, renewal, or replacement of your health insurance coverage, reinsurance, compliance, auditing, rating, business management, quality improvement and assurance.

**Family and Friends Involved in Your Care** – If you are available and do not object, we may disclose your PHI to your family, friends, and others who are involved in your care or payment of a claim. If you are unavailable or incapacitated and we determine that a limited disclosure is in your best interest, we may share limited PHI with such individuals. For example, we may use our professional judgment to disclose PHI to your spouse concerning the processing of a claim.

**Business Associates** – At times we use outside persons or organizations to help us provide you with the best service available. Examples of these outside persons and organizations might include vendors that help us process your claims. At times it may be necessary for us to provide certain of your PHI to one or more of these outside persons or organizations.

**Other Products and Services** – We may contact you to provide information about other health-related products and services that may be of interest to you. For example, we may use and disclose your PHI for the purpose of communicating to you about your health and health-related products we have available to you.

**Other Uses and Disclosures** – We may make certain other uses and disclosures of your PHI without your authorization.

- We may use or disclose your PHI for any purpose required by law. For example, we may be required by law to use or disclose your PHI to respond to a court order.

- We may disclose your PHI for public health activities, such as reporting of disease, injury, birth and death, and for public health investigations
- We may disclose your PHI to the proper authorities if we suspect child abuse or neglect; we may also disclose your PHI if we believe you to be a victim of abuse, neglect, or domestic violence.
- We may disclose your PHI if authorized by law to a government oversight agency (e.g., a state insurance department) conducting audits, investigations, or civil or criminal proceedings.
- We may disclose your PHI in the course of a judicial or administrative proceeding (e.g., to respond to a subpoena or discovery request).
- We may disclose your PHI to the proper authorities for law enforcement purposes.
- We may disclose your PHI to coroners, medical examiners, and/or funeral directors consistent with law.
- We may use or disclose your PHI for cadaveric organ, eye or tissue donation.
- We may use or disclose your PHI for research purposes, but only as permitted by law.
- We may use or disclose PHI to avert a serious threat to health or safety.
- We may use or disclose your PHI if you are a member of the military as required by armed forces services, and we may also disclose your PHI for other specialized government functions such as national security or intelligence activities.
- We may disclose your PHI to workers' compensation agencies for your workers' compensation benefit determination.
- We will, if required by law, release your PHI to the Secretary of the Department of Health and Human Services for enforcement of HIPAA.

In the event applicable law, other than HIPAA, prohibits or materially limits our uses and disclosures of Protected Health Information, as described above, we will restrict our uses or disclosure of your Protected Health Information in accordance with the more stringent standard.

Your rights regarding your health information:

1. Communications. You can request that Lomonaco Family Chiropractic communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that Lomonaco Family Chiropractic contact you at home, rather than work. Lomonaco Family Chiropractic will accommodate reasonable requests.
2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that Lomonaco Family Chiropractic restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family members and friends. Lomonaco Family Chiropractic is not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to our Privacy Official: Michelle Ashley.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to our Privacy Official: Michelle Ashley. You must provide us with a reason that supports your request for the amendment.
5. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this Notice at any time. To obtain a copy of this notice, contact our Privacy Official: Michelle Ashley.
6. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Regional Office for Civil Rights, US Department of Health and Human Services. Regional Office information may be found online at <http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> or ask the Privacy Official for the information. To file a complaint with our practice, contact our Privacy Official: Michelle Ashley. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

In accordance with the standards of implementation specifications of 45 C.F.R. § 164.524, Provider may grant an individual access to inspect and obtain a copy of protected health information about the individual in a designated record set.

Lomonaco Family Chiropractic's policy:

1. The designated record set that is subject to access by an individual is as follows:
  - a. Medical Records
  - b. Billing Records
  - c. List of all those requesting copies of designated record set

2. The titles of the persons or offices responsible for receiving and processing requests for access by individuals are as follows:

Privacy Official: Michelle Ashley

Lomonaco Family Chiropractic also uses protected health information for the following reasons: (you may opt out of this authorization). Special initial authorization is required and attached.

Marketing; internal referral board, testimonials, pictures on bulletin board, sending newsletters or information unrelated to healthcare and other marketing materials.

If you have any questions regarding this notice or our health information privacy policies, please contact:

Michelle Ashley

You can reach the Privacy Official at:

Lomonaco Family Chiropractic

2016 Justin Rd., Suite 310

Highland Village, TX 75077

Phone number: 972-966-1600

Hours Available: A message may be left for our privacy official any time the clinic is open and your call will be returned within 7 business days.

Section 8: Notice of Privacy Practices Acknowledgement  
Initial Uses Authorization Form

**Lomonaco Family Chiropractic**

Effective: April 14, 2003

By signing this form, you acknowledge that you were presented with a copy of the Notice of Privacy Practices of Lomonaco Family Chiropractic. Our Notice of Privacy Practices provides information about how we may use and disclose your protected health information. We encourage you to read it in full.

Our Notice of Privacy Practices is subject to change. The most current Notice of Privacy Practices will be placed on display in the office at all times. You may obtain additional copies of our most current notice by requesting it from our privacy official, Michelle Ashley.

Lomonaco Family Chiropractic also uses protected health information for the following reasons: (you may opt out of this authorization). Special initial authorization is required and attached.

Marketing; internal referral board, testimonials, pictures on bulletin board, or information unrelated to healthcare and other marketing materials. \_\_\_\_\_ (please initial)

If you have any questions regarding this notice or our health information privacy policies, please contact:

**Michelle Ashley, you can reach her at: Lomonaco Family Chiropractic, 2016 Justin Rd., Suite 310, Highland Village, TX 75077, 972-966-1600**

Hours Available: A message may be left for our privacy official any time the clinic is open and your call will be returned within 7 business days.

Your Email address: \_\_\_\_\_ (you may receive PHI through email)

Print Patient Name: \_\_\_\_\_

Signature Patient/Personal Representative: \_\_\_\_\_

Relationship of Personal Representative: \_\_\_\_\_

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

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*Staff complete only if NO signature is obtained, If it is not possible to obtain the patient's acknowledgment, describe the good faith efforts made to obtain the individual's acknowledgement, and the reasons why the acknowledgement was not obtained.*

Patient refused to sign this acknowledgement even though the patient was asked to do so and the patient was given the Notice of Privacy Practices

Other: \_\_\_\_\_

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