



1605 Grand Central Avenue **PHONE** 304.295.7290  
 Vienna, WV 26105 **FAX** 304.295.5922

### Patient Registration Form

*Please print all responses*

Name		Age		Sex		Date	
Address				City			Zip
Home Phone #		Work #				Cell #	
Best Time to Call		Preferred #				Email	
Social Security #		Birth Date	/ /		Family Doctor		
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed				Spouse's Name			
Employer					Spouse's Employer		
Employer Address					Spouse's Birth Date		
Employer Phone					Spouse's Social Security #		
Parent's Employer (If Patient Is a Minor/Child)							
Parent's Social Security # (If Patient Is Child)							
Emergency Contact: Who Do We Call?							
Relationship to You					Phone #		

#### REFERRAL INFORMATION

Who referred you to our office?	<input type="checkbox"/> My Doctor	<input type="checkbox"/> Family / Friend	<input type="checkbox"/> Other (Please specify)
Name			Address or Phone

#### HEALTH INSURANCE INFORMATION

Name of Insurance Company			Group Number	
Name of Insured (Policy Holder)			Policy Number	
Insured Birth Date				

#### ACCIDENT INSURANCE INFORMATION

Name of Your Auto Insurance Company			
Agent Name			Adjuster's Name
Accident Claim Number			Phone Number
Name of Liable Insurance Company			
		Adjuster's Name	
Claim Number			Phone Number
Attorney Name			Phone Number

#### WORK OR INJURY INSURANCE INFORMATION

Employer or Responsible Party			
Contact Person			Phone Number



**SYMPTOM SURVEY**

What are your chief problems or symptoms?				
What caused the problems or symptoms?				
When did the problems or symptoms begin?				
Have you seen another doctor for these problems?	<input type="checkbox"/> No	<input type="checkbox"/> If yes, who?		
What tests/procedures have been performed?	<input type="checkbox"/> X-Ray	<input type="checkbox"/> MRI	<input type="checkbox"/> Surgery (date)	<input type="checkbox"/> Hospitalization (date)
Have you had these problems or symptoms in the past?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Explain.		
Have you tried any other types of treatment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Explain.		
Are the problems or symptoms getting worse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Explain.		

Please mark ( X ) all of the items that apply to you now and in the past.

<input type="checkbox"/> Arthritis / Gout	<input type="checkbox"/> Depression / Anxiety	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Seasonal Allergies	<input type="checkbox"/> Headaches
<input type="checkbox"/> Autoimmune Disorder	<input type="checkbox"/> Dizziness	<input type="checkbox"/> Seizures	<input type="checkbox"/> Joint Dislocations	<input type="checkbox"/> Heart Disease
<input type="checkbox"/> Jaw Pain	<input type="checkbox"/> Whiplash	<input type="checkbox"/> Neck Pain / Spasms	<input type="checkbox"/> Chronic Fatigue	<input type="checkbox"/> Ligament Sprain
<input type="checkbox"/> Rheumatoid Arthritis	<input type="checkbox"/> Swallowing Difficulty	<input type="checkbox"/> Thyroid Problems	<input type="checkbox"/> Chest Pain	<input type="checkbox"/> Muscle Strain
<input type="checkbox"/> Cancer	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Stroke	<input type="checkbox"/> Kidney Stones	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Irregular Heart Beat	<input type="checkbox"/> HIV / AIDS	<input type="checkbox"/> Asthma / Bronchitis	<input type="checkbox"/> Mid-Back Pain
<input type="checkbox"/> Shoulder / Elbow Pain	<input type="checkbox"/> Wrist / Hand Pain	<input type="checkbox"/> Lower Back Pain	<input type="checkbox"/> Hip / Knee / Leg Pain	<input type="checkbox"/> Foot / Ankle Pain
<input type="checkbox"/> Abdominal Pain	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Groin or Rectal Pain	<input type="checkbox"/> Female Disorders	<input type="checkbox"/> Urinary Problems
<input type="checkbox"/> Skin Problems	<input type="checkbox"/> Broken Bones	<input type="checkbox"/> Digestive Problems	<input type="checkbox"/> Nausea / Vomiting	<input type="checkbox"/> Irregular Bowels

**PATIENT and FAMILY HISTORY**

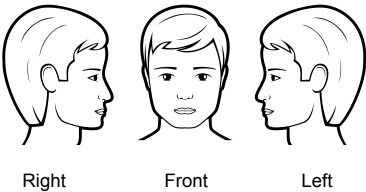
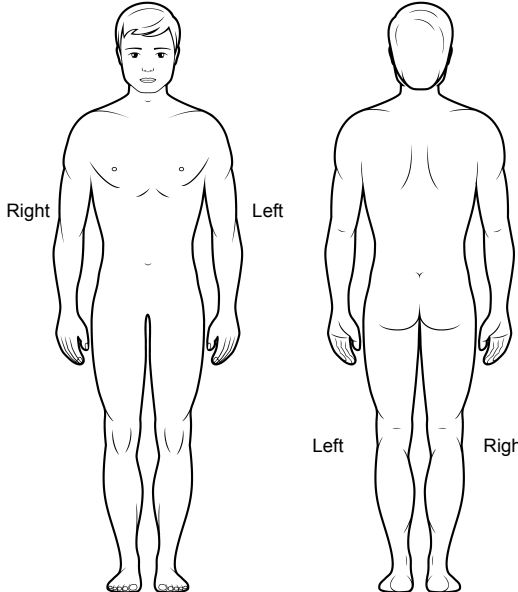
What is your occupation?		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
What is your employment status?	<input type="checkbox"/> Working	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Unemployed
	<input type="checkbox"/> Disability (Temp or Perm)	<input type="checkbox"/> Retired	Last day of work:
How often do you exercise (in addition to daily activity)?			
Do you have a pacemaker?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Explain.	
Do you use tobacco?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Explain.	
Do you have a history of substance abuse?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Explain.	



**PATIENT and FAMILY HISTORY** *(continued)*

List all past surgeries:	List all drug allergies:
List all current medications / drugs:	List all past medications / drugs:
List all physicians you have seen in the past 5 years. Include conditions in which you were seen for each.	

**PAIN DRAWING**

Describe your pain. Mark ( X ) all that apply.		Circle location(s) of your symptoms on the body drawing. Use the symbols note the sensation.	
<input type="checkbox"/> Constant	<input type="checkbox"/> Tingling	Pain        :: :: :: :: Numbness + + + + Burning    / / / / Ache        x x x x <hr style="border: 1px solid green;"/>  <p style="display: flex; justify-content: space-around; width: 100%;"> <span>Right</span> <span>Front</span> <span>Left</span> </p>	
<input type="checkbox"/> Intermittent	<input type="checkbox"/> While Resting		
<input type="checkbox"/> Recurring	<input type="checkbox"/> Daily		
<input type="checkbox"/> Stabbing	<input type="checkbox"/> During Exercise		
<input type="checkbox"/> Dull Ache	<input type="checkbox"/> Nightly		
<input type="checkbox"/> Sharp	<input type="checkbox"/> While walking		
<input type="checkbox"/> Deep Ache	<input type="checkbox"/> Other:		
<input type="checkbox"/> Throbbing			

Onset of Pain:	<input type="checkbox"/> Sudden	<input type="checkbox"/> Gradual <i>(How long?)</i>								
On a scale of 1 to 10, how would you rate your pain level?	<i>Mild</i> 1    2    3    4    5    6    7    8    9    10 <i>Severe</i>									
What aggravates your symptoms?										
What, if anything, gives you relief?										
Other problems not list?										



# Patient Registration Form

(continued)

## COMPLETE IF YOUR SYMPTOMS ARE DUE TO AN ACCIDENT OR INJURY

<input type="checkbox"/> <b>AUTO ACCIDENT</b>	Date	Time	am / pm	Location
You were:	<input type="checkbox"/> Driver	<input type="checkbox"/> Passenger		
	Wearing a seatbelt <input type="checkbox"/> Yes <input type="checkbox"/> No	Transported by ambulance <input type="checkbox"/> Yes <input type="checkbox"/> No		Unconscious <input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle Damage:	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	<input type="checkbox"/> Totaled
	Was the vehicle towed away? <input type="checkbox"/> Yes <input type="checkbox"/> No		Police report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Activities:	<input type="checkbox"/> No restrictions	<input type="checkbox"/> I missed _____ days of work / school.		
	<input type="checkbox"/> I felt fine before the accident.			

<input type="checkbox"/> <b>WORK ACCIDENT OR OTHER INJURY</b>	Date	Time	am / pm	Location
Describe your injury and how it happened:				
Accident reported to:	Name	Title	Date	
	Was the vehicle towed away? <input type="checkbox"/> Yes <input type="checkbox"/> No		Police report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Activities:	<input type="checkbox"/> No restrictions	<input type="checkbox"/> I missed _____ days of work / school.		
	<input type="checkbox"/> I felt fine before the injury.			

## PRACTICE TERMS AND POLICIES

Please provide the receptionist with your driver's license and insurance card to be photocopied for your permanent medical record.

Welcome to our multi-specialty group practice, offering family practice and pain management medical care, chiropractic, physical therapy, rehabilitation, acupuncture, massage therapy, nutritional and psychological counseling. We will strive to help restore or improve your health but there are no guarantees or promises of improvement or complete recovery.

Patients are encouraged to leave valuables at home or with an accompanying family member or friend. This facility shall not be liable for the loss of or damage to any personal property including, but not limited to money, credit cards, clothing, jewelry, glasses/contacts, dental devices, hearing aids, furs, documents or other items.

Your signature on this document fully authorizes our staff and doctors to perform any examinations, diagnostic tests and/or treatments as we may consider medically necessary and to release all information pertinent to your health, insurance or benefits to any and all applicable parties on your behalf.

Our office and staff are committed to providing all patients regardless of race, color, national origin, age, sex, disability or religious or political beliefs quality health care services delivered with dignity and concern. HIPAA requires that we have you read and sign the federally governed Health Care Privacy Notice. This notice is detailed on page 6 of this document. The Health Care Privacy Notice will explain when, where and why your confidential health information may be used, stored and/or shared and is a part of this document that is a

permanent part of your medical records which is maintained in this office. You may receive a free photocopy of this document that you have signed just by asking one of our staff. Your signature on this document confirms that you have read, understand and agree to comply with all of the terms and conditions of the Health Care Privacy Notice and all policies, consents, terms and conditions regarding your responsibilities to this Facility and that you grant the physicians, therapists and/or all staff of this facility to use and share your confidential health information with others in order to treat you and/or in order to arrange for payment of your bill and/or for issues that concern this Facility operations and responsibilities. Please direct any questions or concerns to a member of our staff. We encourage questions and/or concerns to avoid misunderstandings.

Office hours allow our patients convenience to schedule appointments before and after work as well as during lunch. If you must miss an appointment please notify us within 24 hours of your appointment time. If you do not show up for your scheduled appointment, it will be considered a missed appointment. Patients who consistently do not show or cancel without proper notice will not be able to reschedule with our office. We are available to immediately see new patients the same day or through our 24 hour / 7-day emergency service. We may call you on the telephone when an appointment is missed and/or you have not been in for a while. If you do not wish for us to call you or mail you reminder cards please let us know in writing.



# Patient Registration Form

(continued)

## Health Care Privacy Notice / Informed Consent / Assignment of Benefits / Authorization and Lien

This office is committed to providing patients with quality health care services delivered with dignity and concern. Fulfilling this commitment requires the efforts of the doctors, therapists, staff and patient working together as a team to obtain the maximum results. Patient satisfaction is a vital interest to our staff.

This Facility is required by law to abide by the terms of this Health Care Privacy Notice as well as other applicable federal and state laws governing privacy practices in health care. Our Facility may change and/or modify the terms of this Notice at anytime without additional notice to you except to publicly post in our Facility and/or make available to patients any updated notices. Photocopy of this Notice is available to you upon request. The term Facility refers to this office or clinic. The term Provider refers to doctors and/or licensed professionals of this Facility.

Our Facility and staff are committed to maintaining the privacy of your protected health information (PHI). PHI is information about you, including demographic information that may identify you and that may be related to your present, future and past physical or mental health or condition and the care and treatment you receive from our practice. This Notice describes how medical information about you may be used and disclosed and how you can obtain access to this information. Please read this Notice and direct questions, misunderstandings or concern to the Compliance Officer of this Facility.

Our Facility may use and disclose your PHI for health care delivery purposes. Your PHI may be used and/or disclosed without your written authorization by the doctors and staff of this Facility for the purposes of your care and treatment; paying your health care bills; and to support the operations of this practice. Your doctor and the staff will take all reasonable measures to maintain the confidentiality of your PHI.

The Privacy Rule allows you the right to review and receive copies of your health care records as it relates to your health care. The request must in writing, allowing your provider 30 days to respond. Your provider may deny your request if it will cause harm to you or to another person. Your provider may charge a copy fee, which will be in compliance with State law. Your provider will comply with any reasonable request to have confidential communication by alternative means or at an alternative location if not doing so endangers you.

You may request to have an amendment placed in your record if you disagree with anything in your record. This does not mean that anything will be removed or changed and the provider has the right to respond with a rebuttal statement if he/she feels it is necessary. You may revoke authorization, in writing, at any time, except in the event that the provider has acted as indicated in the doctor's Authorization Notice.

You have the right to file a written complaint with our Compliance Officer if you believe that any of your privacy rights have been violated. You can obtain a complaint form from the Compliance Officer and/or the Office of the Civil Rights. All complaints must be filed within 180 days of when you knew or should have known that the violation occurred. The Privacy Law prohibits our Facility from taking any retaliatory actions against anyone who files a complaint. A more detailed, updated and comprehensive Health Care Privacy Notice is available for your review in this Facility.

I understand that this Facility, its doctors and staff are accepting my case based on examination findings and believe the outlined treatment should produce change and/or improvement. However as with any diagnostic test, procedure, examination or doctors care a guarantee of improvement or complete recovery cannot be made and it is even possible that no change will occur.

I further understand that in the practice of medicine, chiropractic, psychological counseling, massage therapy and physical therapy there are some risks including but not limited to fractures, disk injuries, strokes, dislocations, sprains-strains, drug interactions and reactions and/or other injuries or side effects which cannot be pre-determined.

I do not expect the doctor/provider to be able to anticipate and explain all risks and/or complications, and I wish to rely on the doctor/provider to exercise judgment during the course of the procedure(s) which the doctor/provider feels at the time is in my best interest.

In addition, because psychosocial, spiritual, and cultural values affect a patient's response to care, patients are allowed to express and follow spiritual beliefs and cultural practices that do not harm others or interfere with the planned course of treatment.

Patients have the right to refuse treatment, but must be aware of the probable consequences of refusing treatment and/or failing to cooperate with the prescribed treatment. Should you refuse and/or fail to comply with prescribed treatment your provider will discuss specific consequences with you.

Therefore, I give my full consent to the doctor/provider to render treatment on me, or the minor for whom I am legally responsible, by a health care provider of this Facility.

I, the assignee, being the patient or legal guardian for said minor listed below, do hereby irrevocably authorize, direct, assign and give a full lien to the office named above and listed below, hereinafter referred to as the "Facility" against any and all insurance benefits, proceeds of any settlement, judgment or verdict which may be paid to the undersigned as a result of the injuries or illness for which I have been treated by the Facility.

I, the assignee further authorizes any and all insurance company, attorney and any and all third party payer to pay directly to the Facility all sums of money due them for any and all services rendered to me or minor by whom I am responsible for by reason of accident, illness and by any and all reason of any other bills that are due or may become due, and to withhold such sums from any health and accident, workers compensation and or including all insurance or third party benefits.

Assignee agrees that this Facility and staff may deliver medical records, consultations, depositions and/or court appearances which must be paid in full in advance and authorizes this Facility to release any information pertinent to said health care to any insurance company, adjuster, attorney or legal service bureau to facilitate collections under the terms of this document. Assignee grants the Facility a full power of attorney to endorse and/or sign my name on any and all checks for payment of any indebtedness owed this office and assignee.

## Insurance Benefits / Credit Policies / Payment Terms and Conditions

As a courtesy, the Facility will obtain a verification of applicable insurance benefits as they are quoted to us but some third party payers misquote benefits, coverage and liability. Our Facility and staff are not responsible for what a third party payer and/or representative may tell us. Any contractual, written, verbal or other obligations or arrangements between you and an attorney, insurance company, liable or third party payer are between you and said person.

1. Our Facility will file initial insurance claims for you. Secondary claim submission and/or additional reports or documents sent for your benefit may result in an additional filing or medical report charges, which you are responsible to pay.

2. Co-pays, deductibles and all non-covered service charges are due the day of service.

3. Patients are responsible for charges on all service(s) and/or product(s) which may exceed the maximum allowable and/or when a third party and/or insurance carrier does not reimburse this Facility enough to meet our cost of service.

4. All account balances, including automobile and work injury claims must be paid in full within 90 days of treatment. Patients are fully responsible for all money owed this office and such payment is not contingent on any settlement, claim, judgment, or verdict by which they may eventually recover said fee and it is also regardless of any attorney liens or pending settlement(s). If a third party payer fails to pay said balance in full within the 90-day period,

the patient must pay the balance in full. Assignee is fully responsible for all money owed this Facility for any and all treatment, products and services rendered to the patient or minor shown below.

5. A non-discriminatory "Time of Service Discount" (TOS) is offered to anyone who pays for services the day they are rendered. The TOS is only offered on the day the service is rendered. This discount does not apply to orthopedic supports, orthotics, physical therapy equipment rentals or purchases, vitamins, supplements, ointments, acupuncture treatments, weight loss programs, psychological counseling services and massage therapy.

6. A service charge is computed by a 'periodic rate' of 1.5% per month – 18% per annum and is added to all balances owed 60+ days. Any balance past due 90 days or more may be submitted to an attorney and/or agency for legal collection for which the undersigned agrees to be 100% responsible for all monthly service charges, interest, costs related to but not limited to all collection related expenses, attorney fees, court and filing fees. Returned checks, debit and credit charges made payable to this Facility for insufficient funds, stop payments or other reasons of non-payment will be assessed a \$30.00 charge.

7. Patients are eligible for a maximum \$250 personal credit limit when approved. For your convenience we accept most major credit and debit cards.

## Patient Consent and Signature

By my signature below I acknowledge that I have read or have had read to me and have received a photocopy upon my request of this document including the health care privacy notice, facility terms and conditions, credit policies and informed consent and fully understand and have had all of my questions answered to my satisfaction. A photocopy of this document shall be considered as effective and valid as an original.

Print Name of Patient

Name of Parent (If patient is a minor.)

Signature of Patient (Parent must sign if the patient is a minor.)

Date