

MARSTELLER FAMILY CHIROPRACTIC

100 Kings Way East, Suite D5, Sewell, NJ 08080
Phone: (856) 589-0076



Welcome To Our Office!

New Patient

Name (First, Last, MI) _____

Address _____

City, State, Zip _____

Home Phone _____ Cell _____

E-mail address _____ Website _____

SS# _____ Date of Birth _____ Age _____

Marital Status Single Married Separated Divorced Widowed

Spouse's Name _____ Phone _____

Children(s) Names and Ages _____

Emergency Contact Information

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

What Brings You Here?

How did you find out about our office? _____

Are you receiving care from other health professionals? No Yes

If yes, please name them and their specialty _____

Primary Care Physician _____

Employment Information

Employer _____ Occupation _____

Employer Address _____
(Street address) (City, State, Zip)

Phone Number _____

Financial Responsibility

Who is responsible for payment? _____

How will you pay for your care? Cash Check Credit Card # _____
 Insurance Exp. _____

Please provide your insurance card so that a copy may be kept on file & see section 'Informed Consent'.

Social History

Lifestyle: Exercise: Regular Rarely Great Poor
 Sometimes Never Good

Do you use: Coffee _____ cups/day Cigarettes _____ packs/day Tea
 Alcohol _____ drinks/day Artificial sweeteners Sugar
 Recreational drugs

Current Health

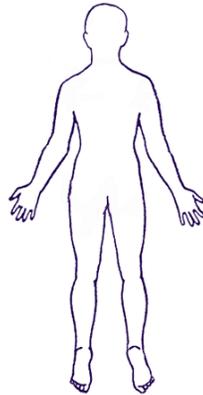
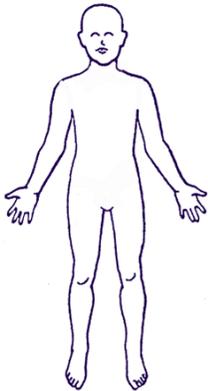
Describe your current health Great Good Fair Poor

Chief Complaint: _____

How and when did the complaint begin? _____

Is it: Constant Getting worse Improving Intermittent Can't say

Where is the problem? Use the illustrations and lines below to explain.



Front _____

Back _____

Health History

If you have ever been diagnosed with another disease or condition, please describe _____

Do you have any allergies? If so, please explain _____

Past injuries that can affect present health (please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Broken bones | <input type="checkbox"/> Dental appliances | <input type="checkbox"/> Dislocations |
| <input type="checkbox"/> Extensive dental work | <input type="checkbox"/> Falls/accidents | <input type="checkbox"/> Fights |
| <input type="checkbox"/> Head injuries | <input type="checkbox"/> Knocked unconscious | <input type="checkbox"/> Spinal tap |
| <input type="checkbox"/> Sports injuries | <input type="checkbox"/> Traction | <input type="checkbox"/> Use(d) a cane or walker |

Other injuries: _____

Please list any surgeries you have had:

Please list any medications you are currently taking:

Medication	Reason for taking
_____	_____
_____	_____
_____	_____
_____	_____

Please list any vitamins/supplements you are currently taking:

_____	_____
_____	_____
_____	_____
_____	_____

Who advised you about your vitamin/supplement regimen? _____

Marsteller Family Chiropractic, addressing total wellness for all patients, is offering NutraMetrix Isotonix vitamins, which are absorbed more rapidly and completely than other vitamin choices. Would you like to discuss your regimen with Dr. Marsteller?

Females – Pregnancies History:

Are you pregnant? Yes No If yes, what month? _____

INFORMED CONSENT TO CHIROPRACTIC TREATMENT

The nature of chiropractic treatment: The doctor will use his hands in order to move your joints. You may feel a “click” or “pop”, such as the noise when a knuckle is “cracked”, and you may feel movement of the joint. Various ancillary procedures, such as hot or cold packs, electric muscle stimulation, therapeutic ultrasound or dry hydrotherapy may also be used.

Possible risks: As with any healthcare procedure, complications are possible following a chiropractic adjustment. Complications could include fractures of bone, muscular strain, ligamentous sprain, dislocations of joints, or injury to intervertebral discs, nerves or spinal cord. Cerebrovascular injury or stroke could occur upon severe injury to arteries of the neck. Few patients may notice stiffness or soreness after the first few days of treatment. Some ancillary procedures could produce skin irritation, burns, or minor complications.

Probability of risks occurring: The risks of complications due to chiropractic treatment are rare. The risk of cerebrovascular injury or stroke has been estimated at one in one million to one in twenty million, and can be even further reduced by screening procedures. The probability of adverse reaction due to ancillary procedures is also rare.

Risks of remaining untreated: Delay of treatment allows formation of adhesions, scar tissue and other degenerative changes. These changes can further reduce skeletal mobility and induce chronic pain cycles. It is quite probable that delay of treatment will complicate the condition and make future rehabilitation more difficult.

Non-covered charges: I understand that my insurance company may not cover all of the services performed in this office. I understand that any services not covered are my full responsibility and agree to pay such charges at the time they are performed.

I have had the preceding risks explained to me. I have read the explanation above of chiropractic treatment. I have had the opportunity to have any questions answered to my satisfaction. I have fully evaluated the risks and benefits of undergoing treatment. I have freely decided to undergo the recommended treatment, and hereby give my full consent to treatment. I certify the above information to be true and correct to the best of my knowledge, and hereby authorize Marsteller Family Chiropractic to provide me with chiropractic care in accordance with this state’s statutes.

Signature (Parent or Guardian Signature) _____ **Date** _____

MARSTELLER FAMILY CHIROPRACTIC Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our practice is dedicated, and we are required by applicable federal and state laws, to maintain the privacy of your health information. These laws also require us to provide you with this Notice of our privacy practices, and to inform you of your rights, and our obligations, concerning your health information. We are required to follow the privacy practices described below while this Notice is in effect. This Notice is effective as of June 11, 2007, and will remain in effect until replaced by this office.

CHANGES TO NOTICE:

We reserve the right to change this Notice and the privacy practices described below at any time in accordance with applicable law. Prior to making significant changes to our privacy practices, we will alter this Notice to reflect the changes, and make the revised Notice available to you on request. Any changes we make to our privacy practices and / or this Notice may be applicable to health information created or received by us prior to the date of the changes.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

PERMITTED USES AND DISCLOSURES OF HEALTH INFORMATION:

A. TREATMENT, PAYMENT, HEALTHCARE OPERATIONS: You should be aware that during the course of our relationship with you we will likely use and disclose health information about you for treatment, payment, and healthcare operations. Examples of these activities are as follows:

Treatment: We may use or disclose your health information to other healthcare providers providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide for you.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations.

Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of the healthcare professional, evaluating practitioner performance, and other business operations.

B. AUTHORIZATIONS: You may specifically authorize us to use your health information for any purpose or to disclose your health information to anyone, by submitting such an authorization in writing. Upon receiving an authorization from you in writing we may use or disclose your health information in accordance with that authorization. You may revoke an authorization at any time by notifying us in writing. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those permitted by this Notice.

C. DISCLOSURES TO FAMILY AND PERSONAL REPRESENTATIVES: We must disclose your health information to you, as described in the Patient Rights section of this Notice. Such disclosures will be made to any of your personal representatives appropriately authorized to have access and control of your health information. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment of your healthcare only if authorized to do so. In the event of your incapacity or in emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare.

D. MARKETING: We will not use your health information for marketing communications without your written authorization.

E. USES OR DISCLOSURES REQUIRED BY LAW: We may use or disclose your health information when we are required to do so by law, including for public health reasons (e.g., disease reporting). In some instances, and in accordance with applicable law, we may be required to disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes.

F. PATIENT AND THIRD PARTY PROTECTION: Only as permitted by law, we may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

G. LAW ENFORCEMENT/NATIONAL SECURITY: Under certain circumstances we may disclose health information relating to members of the Armed Forces to military authorities. Under certain circumstances we may also disclose health information relating to inmates or patients to correctional institutions or law enforcement personnel having lawful custody of those individuals. We may disclose health information in response to judicial proceedings and law enforcement inquiries as permitted by law and to authorized federal official's health information required for lawful intelligence, counterintelligence, and other national security activities.

H. APPOINTMENT REMINDERS/CORRESPONDENCE: We may use or disclose your health information to provide you with appointment reminders, courtesy calls, birthday greetings, etc. (such as voicemail messages, postcards or letters).

I. NONPAYMENT FOR SERVICES: We may disclose your personal information in order to obtain payment for services if you fail to pay your account. Such disclosures will be made to a collections agency of our choice after at least three attempts to collect payment from you. You will be subject to a twenty dollar (\$20.00) charge per month that your account remains unpaid. Should your account be sent to collections, you will be responsible for payment of services administered by the collections agency.

J. OFFICE VISITS: Patients are expected to be on time for all scheduled visits. Patients must cancel at least 24 hours prior to their appointment to avoid a twenty dollar (\$20.00) charge. Patient account balances must not reach more than sixty dollars between visits. Any account exceeding sixty dollars will result in refusal of further care until the balance is fulfilled. Our office reserves the right to grant time of service, pre-payment, or economic hardship discounts at our discretion at any time.

PATIENT RIGHTS:

A. ACCESS TO RECORDS: Upon submission of a written request to us, you have the right to review or receive copies of your health information, with limited exceptions. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may request that we provide copies in a format other than photocopies and we will use the format you request if it is readily available. If you request copies, we will charge you our standard copying fee for each page, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a reasonable cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice if you are interested in receiving a summary of your information instead of copies.

B. ACCOUNTING OF CERTAIN DISCLOSURES: Upon written request, you have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes other than treatment, payment, healthcare operations and other activities authorized by you. If you request this accounting of more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

C. RESTRICTIONS AND ALTERNATIVE COMMUNICATIONS: You have the right to request that we place additional restrictions on our use or disclosure of your health information for treatment, payment and healthcare operations purposes. Depending on the circumstances of your request we may, or may not agree to those restrictions. If we do agree to your requested restrictions we must abide by those restrictions, except in emergency treatment scenarios. You have the right to request that we communicate with you about your health information by alternative means or to alternative locations (e.g., at your place of business rather than at your home). Such requests must be made in writing, must specify the alternative means or locations, and must provide satisfactory explanation how payments will be handled under the alternative means or location you request.

D. AMENDMENTS TO RECORDS: You have the right to request that we amend your health information. Such requests must be made in writing, and must explain why the information should be amended. We may deny your request under certain circumstances.

E. ELECTRONIC NOTICES: If you receive this notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or, you disagree with a decision we made or any decisions we may make regarding the use, disclosure, or access to your health information you may complain to us using the contact information listed below. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file such a complaint upon request.

We support your right to privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Please direct any of your questions or complaints to:

Contact: Jill Marsteller, CT, Office Manager
Telephone: 856.589.0076
Address: 100 Kings Way East, Suite D5
Sewell, NJ 08080

Email: mfamilychiro@verizon.net
Fax: 856.589.3822

Marsteller Family Chiropractic

**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES**

I, _____, acknowledge that I have received, reviewed, understand and agree to the Notice of Privacy Practices of Marsteller Family Chiropractic, which describes the Office's policies and procedures regarding the use and disclosure of any of my Protected Health Information created, received or maintained by the Office.

Signature _____ Date _____

DISCLOSURE OF HEALTH INFORMATION

Please list the name(s) of those whom you authorize us to disclose your health information to as it relates to your care in this office.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I authorize representatives of Marsteller Family Chiropractic to disclose my health information to the above mention person(s). I understand that I may alter this list at any time and that this authorization will remain in effect until I provide written notice of its termination.

Signature _____ Date _____

MARSTELLER FAMILY CHIROPRACTIC

X-RAY CONSENT FORM

Patient: _____

Date: _____

During your examination, the doctor may feel that x-rays will be needed in order to provide your treatment. In order to perform x-rays on any patient our office requires that patients consent for such tests to be performed. I understand that my x-rays may be used for educational purposes and that my identity will be concealed at all times. By signing this form, you understand that some fees occurred regarding x-rays may not be covered under your insurance plan and that you are responsible to pay any such fees.

Please choose one:

_____ I understand that the doctor may need x-rays in order to administer my treatment and I give my permission to perform such tests.

_____ I understand that it may be necessary for the doctor to take x-rays to administer my care. I choose not to have any x-rays at this time and release the doctor of all liabilities.

Signature: _____

Date: _____

FEMALES ONLY:

I understand that if I am pregnant and have x-rays taken it is possible to injure the fetus.

I have been advised that the ten (10) days following the onset of a menstrual period are generally considered to be safe for x-ray exams.

With those factors in mind, I am advising the doctor that:

I am pregnant	_____ yes	_____ no	_____ don't know
I could be pregnant	_____ yes	_____ no	_____ don't know
My menstrual period is late	_____ yes	_____ no	
I have an IUD	_____ yes	_____ no	
I have had a tubal ligation	_____ yes	_____ no	
I have had a hysterectomy	_____ yes	_____ no	
I have irregular menstrual periods	_____ yes	_____ no	
My last menstrual period began	_____	_____	
I have begun menopause	_____ yes	_____ no	

With full understanding of the above, and believing that I am not currently at risk, I wish to have an x-ray examination performed today if requested by the doctor.

Signature: _____

Date: _____