



PEDIATRIC NEW PATIENT INFORMATION

Date: _____

PATIENT INFORMATION

Child's Name: _____ Child's Nickname: _____

Sex: M / F Date of Birth: _____ Age: _____ Child's SS#: _____

Child's Home Phone #: _____

Child's Home Address: _____

City: _____ State: _____ Zip: _____

Reason for visit: _____

FAMILY INFORMATION

Parent's name(s): _____

Home Phone #: _____ Home Phone #: _____

Work Phone #: _____ Work Phone #: _____

List Ages of Other Children in Family: _____

Predominant language used at home: _____

INSURANCE INFORMATION

Policy Holder's Name: _____

Policy Holder's ID#: _____ Group #: _____

Policy Holder's Birth Date: _____ Insurance Company Name: _____

Policy Holder's Employer: _____



CONSENT TO TREAT

By any standard, a chiropractic adjustment is a conservative and very safe procedure. However, we would like to notify you that there is a very remote possibility for injury from a chiropractic treatment.

According to a study by the Rand Corporation, a serious adverse reaction from a neck adjustment occurs once in 1 million manipulations. In contrast, the journal of the American Medical Association found that more than 2 million Americans become seriously ill each year from reactions to currently prescribed drugs. 106,000 of those people die from the side effects.

Being the parent or legal guardian of this child, I hereby authorize this office and its doctors to examine and administer care to my son/daughter named _____
As the examining / treating doctor deems necessary.

I understand the remote possibility of an injury to my child from a chiropractic treatment and elect him/her to receive the recommended treatment.

Parent's/Guardian Name: _____
Signature _____ Date: _____



Birth History

Today's Date: _____ Patient's Name: _____

Sex: M F Date of birth: _____ Age: _____

Labor and Delivery

How long was the labor from the first regular contractions to the birth? _____ hours

How long was the 2nd stage (the pushing phase) of the labor? _____ hours

	Yes	No	
Hospital birth	<input type="radio"/>	<input type="radio"/>	_____
Home Birth	<input type="radio"/>	<input type="radio"/>	_____
Midwife assisted	<input type="radio"/>	<input type="radio"/>	_____
Vaginal Delivery	<input type="radio"/>	<input type="radio"/>	_____
Planned C-section	<input type="radio"/>	<input type="radio"/>	_____
Emergency C-section	<input type="radio"/>	<input type="radio"/>	_____
Was birth induced (Pitocin)	<input type="radio"/>	<input type="radio"/>	_____
Forceps Delivery	<input type="radio"/>	<input type="radio"/>	_____
Vacuum Extraction	<input type="radio"/>	<input type="radio"/>	_____
Anesthesia administered	<input type="radio"/>	<input type="radio"/>	_____
Fetal Distress	<input type="radio"/>	<input type="radio"/>	_____
Meconium staining	<input type="radio"/>	<input type="radio"/>	_____
Head presentation	<input type="radio"/>	<input type="radio"/>	_____
Face presentation	<input type="radio"/>	<input type="radio"/>	_____
Breech presentation	<input type="radio"/>	<input type="radio"/>	_____

Birth weight: _____ lbs/ kgs Birth Length: _____ ins/cm Baby home on day: _____

Baby's Condition immediately after birth:

Apgar Scores: At 1 minute: ____ / 10 At 5 minutes: ____ / 10

Baby's Crying: Baby cried immediately after birth ____
Cried Strongly: ____ Weak cry ____ Did not cry for ____ minutes

Baby's Color: Pink all over ____ Blue Face(Cyanosis)?_ ____ Blue hands/ feet ____
Jaundice(Yellow)?_____

Baby's activity: Arms and legs actively moving ____ Floppy baby ____

Congenital Anomalies/ Defects?_____

If yes, please explain: _____

Intensive Care: Was required ____ Days in neonatal Intensive Care Unit ____

Medication given at birth? _____

Vaccines administered? _____



Pregnancy History

Today's Date: _____ Child's Name: _____ Sex: M F

Date of birth: _____ Age: _____ Mother's Name: _____

How many children do you have? _____ What was the term of your pregnancy? _____ wks

During your pregnancy, did you have any of the following:

	Yes	No	
Falls?	<input type="radio"/>	<input type="radio"/>	_____
Motor Vehicle Accidents?	<input type="radio"/>	<input type="radio"/>	_____
Near- miss MVA?	<input type="radio"/>	<input type="radio"/>	_____
High BP?	<input type="radio"/>	<input type="radio"/>	_____
Diabetes?	<input type="radio"/>	<input type="radio"/>	_____
Anemia?	<input type="radio"/>	<input type="radio"/>	_____
Morning Sickness?	<input type="radio"/>	<input type="radio"/>	_____
Indigestion?	<input type="radio"/>	<input type="radio"/>	_____
Seizures?	<input type="radio"/>	<input type="radio"/>	_____
Swollen ankles?	<input type="radio"/>	<input type="radio"/>	_____
Thyroid Problems?	<input type="radio"/>	<input type="radio"/>	_____
Heart Problems?	<input type="radio"/>	<input type="radio"/>	_____
Back Pain?	<input type="radio"/>	<input type="radio"/>	_____
Abnormal Bleeding?	<input type="radio"/>	<input type="radio"/>	_____
Were you hospitalized?	<input type="radio"/>	<input type="radio"/>	_____
Any other illnesses?	<input type="radio"/>	<input type="radio"/>	_____

During your pregnancy, did you use any of the following?

	Yes	No	
Tobacco?	<input type="radio"/>	<input type="radio"/>	_____
Alcohol?	<input type="radio"/>	<input type="radio"/>	_____
Non-prescribed drugs?	<input type="radio"/>	<input type="radio"/>	_____
Prescription Medications?	<input type="radio"/>	<input type="radio"/>	_____
Medications:	_____	Reason:	_____
Over-the counter meds?	<input type="radio"/>	<input type="radio"/>	_____
Medications:	_____	Reason:	_____

Third Trimester Presentation: Vertex _____ Breech _____ Transverse _____ Face/ Brow _____

Other Problems during pregnancy? _____

Problems during labor and delivery? _____



Putting the spring back in your step.

1001 South Whitney Way, Madison, WI 53711

PAYMENT POLICY

If your insurance policy provides for chiropractic services, this is our payment plan.

LIMITED ASSIGNMENT: We will submit a bill for services to your insurance company and wait for payment directly from them. This can take anywhere from 30 to 90 days. If you have a deductible, **you will be responsible** for any amount that you have not met to date. We will send you a statement at the beginning of the month that will include the portion you owe. Any unpaid balances are due on the 15th of the month. **Copays are due at time of service or a \$10.00 surcharge will be added.**

If you require services that are not covered by your insurance company, you will be expected to pay for those services. (Prices are available before the service is performed.) If you require an appointment after hours, there is a \$50.00 emergency charge that is not covered by your insurance company. Payment is expected at the time of service.

Please note that your insurance coverage is a contract between you and your insurance company and that you are ultimately responsible for your bills at Springtime Chiropractic. It is therefore important that **you** contact your insurance company to know your specific chiropractic benefits.

Any charges not paid are considered delinquent. Delinquent charges will be assessed an interest rate of (10%) ten percent monthly. In the event that an account becomes delinquent in excess of three months, collective action will take place. A fee of \$27.00 will be charged for any returned checks.

NO SHOW POLICY

We expect a phone call if you are unable to keep your appointment. If we do not hear from you by the time of your appointment, you will be charged a fee of \$20.00 for the missed appointment.

Thank you for your consideration and understanding. We hope that this explanation will answer your questions and clarify our policy. Feel free to ask us any questions regarding the above payment policy.

I have read the above payment policy and understand the terms of payment for this office.

Patient or Guardian Signature

Date

DR. JAMIE LENZ, DC, CCSP, CACCP
1001 S WHITNEY WAY
MADISON WI 53711
(608) 274-6200

NOTICE OF PRIVACY PRACTICES (HIPPA)
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THIS NOTICE DESCRIBES HOW CHIROPRACTIC AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Uses and Disclosures

Here are some examples of how we might have to use or disclose your health care information:

- 1) Your chiropractor or a staff member may have to disclose your health information including all of your clinical records to another health care provider or facility if it is necessary to refer you to them for diagnosis, assessment, or treatment of your health condition.
- 2) Our insurance and billing staff may have to disclose your examination and treatment records and your billing records to another party, such as an insurance carrier, an HMO, a PPO, or your employer, if they are potentially responsible for the payment of your services.
- 3) Your chiropractor and members of the staff may need to use your health information, examination and treatment records and your billing records for quality control purposes or for other administrative purposes to efficiently and effectively run his/her practice.
- 4) Your chiropractor and members of the practice staff may need to use your name, address, phone number, and your clinical records to contact you to provide appointment reminders, information about treatment alternatives, or other health related information that may be of interest to you. If you are not at home to receive an appointment reminder a message will be left on your answering machine.

You have the right to refuse to give us authorization to contact you to provide appointment reminders, information about treatment alternatives, or other health related information. If you do not give us authorization it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care.

You may inspect or copy the information that we use to contact you to provide appointment reminders, information about treatment alternatives, or other health related information at any time.

Permitted uses and disclosures without your consent or authorization

Under federal law we are also permitted or required to use or disclose your health information without your consent or authorization in these following circumstances:

- 1) We are permitted to use or disclose your health information to the extent that we are required to do so by applicable federal or state laws.
- 2) We are permitted to use or disclose your health information to a public health authority for a wide range of public health activities when the public health authority is authorized to collect or receive your health information under state or federal law.
- 3) We are permitted to use or disclose your health information to an appropriate government authority if we reasonably believe you are the victim of abuse, neglect or domestic violence.
- 4) We are permitted to use or disclose your health information for state and federal health oversight activities of the health care system and government benefit programs.
- 5) We are permitted to use or disclose your health information in response to a court order or in response to a subpoena, discovery request, or other lawful purpose.
- 6) We are permitted to use or disclose your health information to a law enforcement official as required by laws that require us to report certain types of wounds or physical injuries or to comply with court orders, a grand jury subpoena, or administrative requests authorized by the law.
- 7) We are permitted to use or disclose your health information to an appropriate law enforcement authority if the disclosure is necessary to prevent or lessen a serious and imminent threat to the health and safety of a person or the public.
- 8) We are permitted to use or disclose your health information to a correctional institution if we provide health care services to you as an inmate.
- 9) We are permitted to use or disclose your health information if we provide health care services to you in an emergency.

- 10) We are permitted to use or disclose your health information if we provide care to you that is related to a workplace injury to the extent necessary to comply with Wisconsin's workers compensation laws.

Other than the circumstances described in the preceding examples, any other use of disclosure of your health information will only be made with your written authorization.

Marketing

Your Chiropractor and members of the practice staff may need to use your health information including your name, address, phone number and your clinical records for the purpose of marketing products and service to you. We are specifically requesting authorization to market the following products and/or services to you:

We may contact you by phone, mail, e-mail, fax, or other forms of electronic communication:

- 1) for appointment reminders and/or recall activities
- 2) with coupons for discounted services and/or products
- 3) announcing events, classes, or new products/services at our office

We may display inside our office:

- 1) pictures, cards, letters, drawings, artwork, recipes, jokes, testimonials, and/or things given to us by our patients or their families
- 2) acknowledgement of new patients, birthdays, anniversary's, and/or thank you for referrals.

Your right to revoke your authorization

You may revoke your authorization to us at any time; however, your revocation must be in writing. There are two circumstances under which we will not be able to honor your revocation request:

- 1) If we have already released your health information before we receive your request to revoke your authorization.
- 2) If you were required to give your authorization as a condition of obtaining insurance, the insurance company may have a right to your health information if they decide to contest any of your claims.

Your right to limit uses or disclosures

If there are health care providers, hospitals, employers, insurers, or other individuals or organizations to whom you do not want us to disclose your health information, please let us know, in writing, what individuals or organizations to whom you do not want us to disclose your health care information. We are not required to agree to your restrictions. However, if we agree with your restrictions, the restriction is binding on us. If we do not agree to your restrictions, you may drop your request or you are free to seek care from another health care provider.

Your right to receive confidential communication regarding your health information

We normally provide information about your health to you in person at the time you receive chiropractic services from us. We may also mail you information regarding your health or status of your account. We will do our best to accommodate any reasonable request if you would like receive information about your health or the services that we provide at a place other than your home or, if you would like the information in a different form. To help us respond to your needs, please make any request in writing.

Your right to inspect and copy your health information

You have the right to inspect and/or copy your health information for seven years from the date that the record was created or as long as the information remains in our files. Your request to inspect and/or copy your health information must be in writing. We may refuse your request if the information is for use in a civil, criminal, or administrative action or proceeding which is anticipated to occur in a time frame reasonable proximate to your request. There may be a cost associated with your request if we must copy information for you.

Your right to amend your health information

You have the right to request that we amend your health information for seven years from the date the record was created or as long as the information remains in our files. We require your request to amend your records to be in writing and for you to give us a reason to support the change you are requesting us to make.

Your right to receive an accounting of the disclosures we have made of your records

You have the right to request that we give you an accounting of the disclosures we have made of your health information for the last six years before the date of your request. The accounting will include all disclosures except:

- 1) Those disclosures required for your treatment, to obtain payment for your services, or to run our practice.
- 2) Those disclosures made to you.
- 3) Those disclosures we are permitted to make without your consent or authorization as described above.
- 4) Those disclosures made based on an authorization you signed.
- 5) Those disclosures necessary to maintain a directory of the individuals in our facility or to individuals involved with your care.
- 6) Those disclosures for national security or intelligence purposes.
- 7) Those disclosures made to correctional officers or law enforcement officers.
- 8) Those disclosures that were made prior to the effective date of the HIPAA privacy law.

We will provide the first accounting within any 12-month period without charge. There is a fee for any additional requests during the next 12 months. When you make your request we will tell you the amount of the fee and you will have the opportunity to withdraw or modify your request.

Our duties

We are required by law to maintain the privacy of your health information. We are also required to provide you with this notice of our legal duties and our privacy practices with respect to your health information.

We must abide by the terms of this notice while it is in effect. However, we reserve the right to change the terms of our privacy notice. If we make a change to the terms of our privacy agreement we will notify you in writing when you come in for treatment or by mail. If we make a change in our privacy terms the change will apply for all of your health information in our files.

Re-disclosure

Information that we use or disclose may be subject to re-disclosure by the person to whom we provide the information and may no longer be protected by the federal privacy rules.

Your right to complain

You may complain to us or to the Secretary of Health and Human Services if you feel that we have violated your privacy rights. We respect your right to file a complaint and will take any action against you if you do so. While you may make an oral complaint at any time, written comments should be sent to us at the address listed below.

To contact us

If you would like further information about our privacy policies and practices please contact:

Dr Jamie Lenz
1001 S Whitney Way Madison WI 53711
Ph: (608) 274-6200 Fax: (608) 278-4586

This notice is effective as of September 9, 2009. This notice will expire seven years after the date upon which the record was created.

Patient Name (Printed)

Date

Patient (or Representative) Signature

Authorized Provider Signature

Description of personal representative's authority to act for the patient



PEDIATRIC PATIENT HISTORY

Today's Date: _____ Patient's Name: _____ Sex: M F

Developmental History

Does or did your child have any of the following:

- | | |
|--|---|
| <input type="checkbox"/> Difficulty with crawling (on all fours) | <input type="checkbox"/> Difficulty buttoning clothing |
| <input type="checkbox"/> Did not crawl on all fours | <input type="checkbox"/> Difficulty tying shoes |
| <input type="checkbox"/> Difficulty learning to ride a bike | <input type="checkbox"/> Difficulty or awkward with walking/running |
| <input type="checkbox"/> Appears clumsy | <input type="checkbox"/> Poor hand-eye coordination |
| <input type="checkbox"/> Difficulty learning to read | <input type="checkbox"/> Difficulty sitting still or paying attention |
| <input type="checkbox"/> Difficulty with writing | |
| <input type="checkbox"/> Difficulty using utensils | |

At what age did your child start to walk unassisted: _____

Comments: _____

Neurological/Other

Has your child ever been diagnosed by a medical professional with any of the following, if yes, by whom:

- | | |
|--|--|
| <input type="checkbox"/> Hearing loss or impairment | <input type="checkbox"/> Autism/Autism Spectrum Disorder |
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> ADD/ADHD |
| <input type="checkbox"/> Neurological disorders | <input type="checkbox"/> Tourette's Syndrome |
| <input type="checkbox"/> Anxiety/Depression | <input type="checkbox"/> Dyslexia |
| <input type="checkbox"/> Obsessive Compulsive Disorder (OCD) | <input type="checkbox"/> Other _____ |

Current/Past Medications and Treatment

List any medications that your child is taking:

List names, dosage, frequency _____

List any special dietary needs that your child has:

List any supplements that your child takes:

List any treatment that your child is currently undergoing with any health professional:

List any special services that your child is currently receiving at school or privately: medications, or other medical treatment:

List any previous chiropractic treatment, that your child has undergone:

Comments: _____