NorthEast
SPINE and SPORTS MEDICINE

Patient Intake

PATIENT NAME:		SOCIAL SECURITY #:
SEX: M F	DATE OF BIRTH:	AGE:
MAILING ADDRESS:	CITY: STATE:	ZIP:
EMAIL ADDRESS:		
HOME PHONE #:	CELL PHONE #:	WORK PHONE #:
EMPLOYER:		
OCCUPATION:		
NUMBER OF BIOLOGIAL CHILDREN:		MARITAL STATUS: S / M / D / W

Insurance Information

PRIMARY INSURANCE CO. NAME:		TYPE: (CIRCLE ONE) MEDICAL / AUTO / OTHER	
COMPANY ADDRESS:			
ID #:	GROUP #:	CLAIM #:	SUBSCRIBER SSN:
SUBSCRIBER NAME:	SUBSCRIBER DOB:	RELATION TO SUBSCRIBER:	
COVERAGE EFFECTIVE DATE:		DATE OF INJURY:	

Secondary Insurance Information

SECONDARY INSURANCE:	ID #:	GROUP #:	SUBSCRIBER SSN:
COMPANY ADDRESS:		RELATION TO SUBSCRIBER:	
SUBSCRIBER NAME:		SUBSCRIBER DOB:	COVERAGE EFFECTIVE DATE:

IN CASE OF EMERGENCY NOTIFY: (Name & Phone):

HOW WERE YOU REFERRED TO OUR OFFICE?

Newspaper/Magazine _____ Internet _____

Family/Friend _____ Physician _____

Other _____

NorthEast
SPINE and SPORTS MEDICINE

PATIENT MEDICAL HISTORY QUESTIONNAIRE

Patient Name:_____ Date of Birth: _____

Name of Referring Doctor: _____ Name of Family Doctor: _____

Reason for Today's Visit: _____

How long have you had this problem? (days, weeks, months, etc.)_____

What makes your problem better or worse? (i.e. positions, activities and/or treatments)
Symptoms better with: _____
Symptoms worse with: _____

What other treatments did you have for this problem? (meds, physical therapy, chiropractic, acupuncture, injections, etc.)

_____

Rate the Pain (0 = No Pain, 10 = worst imaginable pain) On average _____ At worst _____

Are you allergic to Latex? _____ Are you allergic to Iodine or Contrast dye? _____

Are you allergic to any drugs? (circle one) YES or NO If yes, please list those drugs below:

DRUG	REACTION	DRUG	REACTION

List your current medications, vitamins and supplements:

Are you currently enrolled in the Medicinal Marijuana Program/ MMP? (circle one) YES or NO

PAST MEDICAL HISTORY (Please **circle** all that apply)		Diabetes	Kidney Disease
High Blood Pressure	Heart disease or heart attack	Congestive heart failure	Vascular disease
Multiple Sclerosis	Seizures	Scoliosis	Lyme disease
Asthma	COPD	Emphysema	Depression
Gastric reflux	Stomach ulcers	Enlarged prostate	Thyroid disease
Liver disease	Hepatitis	Bleeding disorder	Cancer
Osteoarthritis	Rheumatoid arthritis	Gout	Shingles

Please list any other medical conditions you may have that were not mentioned above:

_____

FAMILY HISTORY (Please **circle** all that apply to members of your family):			
Bleeding disorder	Coronary artery disease	Hepatitis	Cancer
Heart Disease/Attacks	Seizures	Lung disease	Rheumatoid arthritis
Kidney disease	Malignant hyperthermia	Scoliosis	Asthma

Please list any medical conditions that a member of your family may have that were not mentioned above:

_____

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SPINE and SPORTS MEDICINE

PATIENT MEDICAL HISTORY QUESTIONNAIRE (continued)

PAST SURGICAL HISTORY (Please **circle** all that apply to you and list the date of surgery)			
Surgery	Date	Surgery	Date
Spine surgery – cervical spine		Shoulder Arthroscopy (right/left)	
Spine surgery – thoracic spine		Knee Arthroscopy (right/left)	
Spine surgery – lumbar spine		Joint replacement (right/left)	
Coronary artery bypass graft		Laparoscopy	
Cardiac catheterization		Thyroid surgery	
Pacemaker or Defibrillator		Hysterectomy	
Peripheral bypass surgery		Hernia repair	
Eye surgery			

Please list any other surgeries you had that were not mentioned above: _____
_____

Do you Smoke? ___ Current Smoker ___ Former Smoker ___ Never Smoked ___ Pipe Smoker ___ Cigar Smoker
If yes, how much do you smoke? ___3 cigarettes or less per day ___1/2 a pack per day ___ More than a pack per day

Do you drink alcohol? (circle one) YES or NO
If yes, how frequent? ___ Social only ____Several times per week ____Everyday

Do you have a history of substance abuse? (circle one) YES or NO
If yes, what kind? ___ IV Drugs ____ Pills ___ Marijuana ____ Alcohol ____ Other

Do you currently use illicit drugs? (circle one) YES or NO
If yes, what kind? ___ IV Drugs ____ Pills ___ Marijuana ____ Other

Occupation: _____

Do you exercise or participate in sports? (circle one) YES or NO If yes, please give details: _____
_____

Please **circle** any of the following symptoms that you've experienced recently:			
Constitutional	Fever	Night Sweats	Weight loss
Eyes	Red eyes	Blurring vision	Vision loss
Ears/Nose/Mouth	Nose bleeds	Sore throat	Hearing loss
Cardiovascular	Chest pain	Palpations	Leg swelling
Respiratory	Shortness of breath	Chronic cough	Wheezing
Gastrointestinal	Nausea	Vomiting	Diarrhea
Genitourinary	Burning w/ urination	Blood in urine	Urinary incontinence
Skin	Rash	Hives	Skin infection
Neurological	Headache	Tremor	Seizures
Psychiatric	Depression	Panic attacks	Suicidal ideation
Endocrine	Excessive thirst	Cold intolerance	Excessive sweating
Hematological/Lymph	Easy bruising	Swollen glands	Easy bleeding
Allergy/Immune	Runny nose	Sinus congestion	Itchy eyes

Please describe in detail the symptoms and treatment you have related to the problems circled above: _____
_____

Patient Signature: _____ Date: _____
Reviewed by Provider: _____ Date: _____

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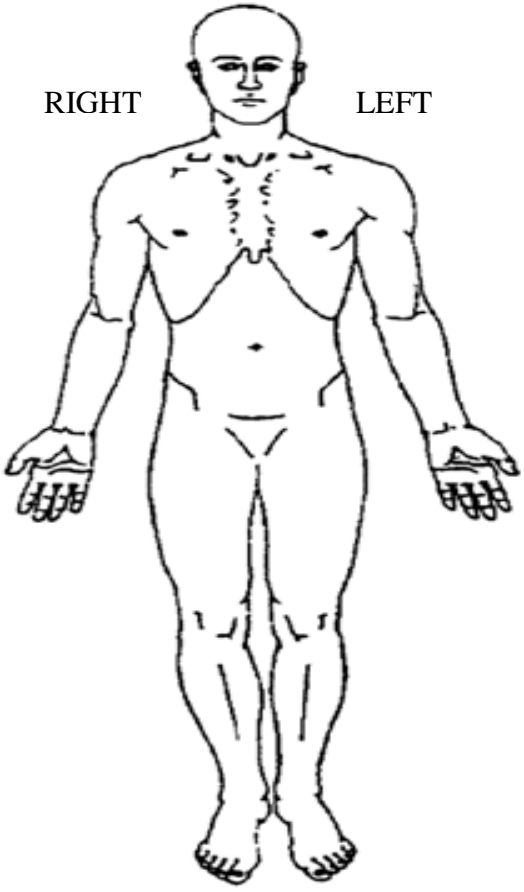
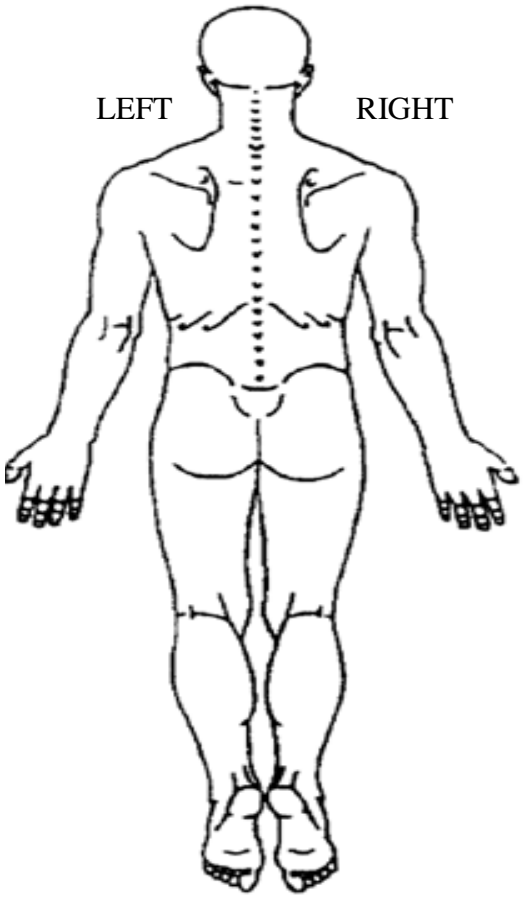
New Patient Pain Diagram

Name: _____ Date: _____

Please complete the following diagram by using the letters below to indicate your area of pain:

P. Pain **T. Tingling** **B. Burning** **N. Numbness** **S. Stiffness**





DOCTOR'S NOTES:

_____

_____

_____

_____

_____

I understand that the information provided is current and complete to the best of my knowledge.

Signature: _____ Date: _____

Northeast Spine and Sports Medicine

ASSIGNMENT OF BENEFITS & FINANCIAL RESPONSIBLITY FORM

Assignment of Benefits and Claims

I hereby assign and transfer to Northeast Spine and Sports Medicine, all my rights, titles, and benefits payable by my insurance carrier for services performed by Northeast Spine and Sports Medicine.

I hereby authorize Northeast Spine and Sports Medicine to submit a claim to my insurance carrier or intermediary for all services rendered by Northeast Spine and Sports Medicine and to exercise any appeals and other rights under my policy on my behalf.

I authorize and assign to Northeast Spine and Sports Medicine the right to file suit and to obtain counsel and enter legal or other actions on my behalf and/or in my name, including the arbitration/dispute resolution process, for any claims against my insurance carrier, PIP carrier, Workers' Compensation carrier, plan administrator, payor, or third party. This authorization includes the right to assignment to pursue declaratory relief or other legal remedies.

I authorize Northeast Spine and Sports Medicine to appoint an attorney to represent me directly for the collection of PIP benefits, Workers' Compensation benefits, and all other insurance benefits through the carriers themselves, plan administrator, payor or third party, I authorize Northeast Spine and Sports Medicine to obtain an attorney to represent me directly in appealing a claim to the State Health Benefits Commission for all state plans. I authorize Northeast Spine and Sports Medicine to represent me directly in appealing a claim to the appropriate Federal Agency for all federal plans.

I authorize Northeast Spine and Sports Medicine to act on my behalf and report any suspected violation of proper claims practices to the proper regulatory authorities.
I direct my insurance carrier, or intermediaries, to issue a payment check directly to Northeast Spine and Sports Medicine.

If my insurance company will not directly pay Northeast Spine and Sports Medicine, I authorize and direct that the insurance company sends all checks and copies of Explanation of Benefit forms in connection with services of Northeast Spine and Sports Medicine to Northeast Spine and Sports Medicine at 1060 Clifton Ave, 2nd Floor, Clifton, NJ 07013 as my agent for delivery of said items and use.

Financial Responsibility

I understand and agree that I am responsible for all charges incurred in connection with the receipt of services and care from Northeast Spine and Sports Medicine and promise to pay promptly to Northeast Spine and Sports Medicine the amount of charges for services rendered.
I hereby authorize Northeast Spine and Sports Medicine to release all information necessary regarding services rendered to my insurance company and referring physician.

I understand that regardless of my assigned insurance benefits, I am responsible for the total charges of services rendered not covered by the insurance company. I understand that co-payments or deductibles are due in full at the time of service. I agree to cooperate, aid, and assist Northeast Spine and Sports Medicine in procuring all possible insurance benefits.

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ASSIGNMENT OF BENEFITS & FINANCIAL RESPONSIBILITY FORM – Page 2

Patient Receipt of Checks

In the event I receive direct payment of any amount due for services rendered, I agree that I will hold such payment in trust for Northeast Spine and Sports Medicine and I also agree to send such payment to Northeast Spine and Sports Medicine within one week after receipt of same. I also agree to pay attorney's fees equal to 33 1/3 % of the outstanding balance, plus court costs, in the event the account is turned over to an attorney for collection.

Consent to Disclose

I authorize Northeast Spine and Sports Medicine and its agents and attorneys to obtain medical information regarding my physical condition from any other health care provider, including hospitals, diagnostic centers, etc., and I specifically authorize such health care provider(s) to release all such information to Northeast Spine and Sports Medicine about me, including medical reports, X-Ray reports, narrative reports, and any other report or information regarding my physical condition.

Failure to Comply

I understand that failure to comply with my responsibilities under this form will result in my account remaining active. I guarantee payment of all said charges incurred. In the further event that the account must be placed with an attorney, I will also be responsible for collection agency fees and costs incurred in collection.

The undersigned has read and understands the above terms.

_____

Patient Name

_____ _____

Patient Signature Date

NorthEast
SPINE and SPORTS MEDICINE

HIPAA AUTHORIZATION

For use or disclosure of health care information

By signing this form I, _____, authorize the use and disclosure of my health information as described below

You can disclose my health information as described below:

- ☐ Leave message on my answering machine
- ☐ Leave message with spouse
- ☐ Leave message with anyone who answers the phone
- ☐ Can fax information to my home
- ☐ Can fax information to my work
- ☐ Can mail information to my home
- ☐ Can mail information to my work place
- ☐ Can request your Medicare information for prior facilities/physicians

You can leave messages confirming my appointments as described below:

- ☐ Leave message on my answering machine
- ☐ Leave message with my spouse
- ☐ Leave message with anyone who answers the phone

I understand that I have the right to revoke this authorization, in writing, at any time, except (1) where uses or disclosures have already been made based upon my original permission or (2) the authorization was obtained as a condition of securing insurance coverage and the insurer by law has the right to contest a claim or the insurance policy. I understand that uses and disclosures already made based upon my original permission cannot be taken back. To revoke this authorization I must do so in writing.

Patient Name (Print): _____

Patient Signature: _____ Date: _____

An Accounting of Disclosures: You have the right to request an accounting of our disclosures of medical information about you except for certain circumstances, including disclosures for treatment, payment, health care operations or where you specifically authorized a disclosure. NorthEast Spine and Sports Medicine will provide the first accounting to you in any 12-month period will be the practice complies with state records release laws.

We ask that you submit these requests in writing.

Request Restrictions: You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we do not share or disclose information about a procedure that you had. We ask that you submit these requests in writing.

Except under Specific circumstances, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment or is required by law. We must agree to restrict the disclosure of protected health information to a health plan for purposes of carrying out payment or health care operations (as defined by HIPPA) if the information pertains solely to a health care item or service for which we have been paid by you out-of-pocket, and in full.

Request Confidential Communications: You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. We will agree to the request to the extent that it is reasonable for us to do so. For example, you can ask that we use an alternate address for billing purposes. We ask that you submit your request in writing.

A Paper Copy of This Notice: You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy.

To exercise any of your rights, please obtain the required forms from the Privacy Officer and submit your request in writing.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us by calling the office at which you are treated or by contacting the Secretary of the Federal Department of Health and Human Services. All complaints must also be submitted in writing. You will not be penalized for filing a complaint.

Other Uses of Medical Information

Other uses and disclosures of medical information not covered by this Notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. However, we are unable to take back any disclosures we have already made with your permission and we are required to retain our records of the care that we provided you.

I acknowledge having received a copy of the practice's Notice of Privacy Policies.

Patient Name (Print):_____

Patient Signature:_____**Date:**_____

Health Insurance Profitability and Accountability Act of 1996

Notice of Privacy Practices

Effective August 1st 2012

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

If you have any questions about this Notice, please contact our Privacy Officer at the number listed at the end of this Notice.

Our Responsibilities

NorthEast Spine and Sports Medicine is required by law to maintain the privacy of your health information and to provide you with a description of our legal duties and privacy practices regarding your health information. The current Notice will be posted on the practice website at www.NorthEastSpineAndSports.com and in our waiting room. The notice will include the effective date. In addition, we will make our best effort to provide you with a copy of this notice and we request that you acknowledge receipt with your signature.

We are required by law to abide by the terms of this Notice and notify you if we make any changes to this Notice, which may be at any time. Changes of this notice will apply to your medical information that we already maintain as well as new information received after the change occurs. If we change our Notice, it will be made available to anyone who asks for it, and be posted on the practice website at www.NorthEastSpineAndSports.com and in the office waiting room. You may also request that the revised Notice will be sent to you in the mail or you may ask for one at your next appointment or appropriate visit. This Notice will also serve as to your rights with regard for your medical information.

How We May Use and Disclose Medical Information About You

The following categories describe examples of the way we use and disclose medical information:

For Treatment: We may use medical information about you to provide, coordinate and manage your treatment or services. We may disclose medical information about you to other- doctors, nurses, technicians (e.g. clinical laboratories or imaging companies), medical students or other personnel who are involved in your care. We may communicate your information either orally or in writing by mail or facsimile.

We may also provide a subsequent healthcare provider with copies of various reports that should assist him or her in treating you. For example, your medical information may be provided to a physician to whom you have been referred so as to ensure that the physician has appropriate information regarding your previous treatment and diagnosis.

For Payment: We may use and disclose medical information about your treatment and services to bill and collect payment from you, your insurance company or a third-party payer. For example, we may need to give your insurance company information before it approves or pays for the health care services, we recommend for you.

For Healthcare Operations: We may use or disclose, as needed, your health information in order to support our business activities. These activities may include, but are not limited to quality assessment activities, employee review activities, licensing, legal advice, accounting support, information systems support and conduction or arranging for other business activities. In addition, we may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment by telephone or reminder card.

Business Associates: There are some services provided in our organization through contacts with business associates. Examples include collections and software support. If their services are contracted, we may disclose your health information to our business associate so that they can perform the job that we have asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information through a written contract. In addition, business associates are individually required to abide by the HIPPA rules.

NorthEast
SPINE and SPORTS MEDICINE

Informed Consent to Chiropractic, Physical Therapy & Occupational Therapy Treatment

Medical doctors, chiropractic doctors, osteopaths, Physical Therapists, and Occupational Therapists that perform manipulation are required to obtain your informed consent before starting treatment.

I, _____, do hereby give my consent to the performance of conservative noninvasive treatment to the joints and soft tissues. I understand that the procedures may consist of manipulations/adjustments involving movement of the joints and soft tissues. Physical therapy, traction, ultrasound, hot packs, TENS unit, exercises, laser, and other therapeutic modalities may also be used.

Soreness: I am aware that, like exercises, it is common to experience muscle soreness in the first few treatments.
Fractures/Joint Injury: I further understand that in isolated cases underlying physical defects, deformities or pathologies like weak bones from osteoporosis may render the patient susceptible to injury. When osteoporosis, degenerative disc, or other abnormality is detected this office will proceed with extra caution.
Stroke: Although strokes happen with some frequency in our world, strokes from chiropractic adjustments are rare. I am aware that nerve or brain damage including stroke is reported to occur once in one million to once in ten million treatments.
Physical Therapy Burns: Some of the therapies used in this office generate heat and may rarely cause a burn. Despite precautions, if a burn is obtained there will be a temporary increase of pain and possible blistering. This should be reported to the doctor. Tests have been performed on me to minimize the risk of complications from treatment, and I freely assume these risks.

Treatment Results
I also understand that there are beneficial effects associated with these treatment procedures including decreased pain, improved mobility and function, and reduced muscle spasm. However, I appreciate there is no certainty that I will achieve these benefits. I agree to the performance of these procedures by my doctor and such other persons of the doctor's choosing.

Alternative Treatments Available
Reasonable alternative to these procedures have been explained to me including rest, home applications of therapy, prescription or over-the-counter medications, exercises and possible surgery.

_____ _____
DATE PATIENT SIGNATURE

_____ _____
DATE WITNESS

Consent to evaluate and treatments of a minor child (if applicable)

I, _____, being the parent or legal guardian of _____ have read and fully understand the above Informed Consent and hereby grant permission for my child to receive chiropractic care and/or physical therapy.

I have read or have had read to me the above explanation of chiropractic treatment. Any questions I had regarding these procedures have been answered to my satisfaction PRIOR TO MY SIGNING THIS CONSENT FORM. I have made my decision voluntarily and freely.

To attest to my consent to these procedures, I hereby affix my signature to this authorization for treatment.

_____ _____
DATE PARENT/GUARDIAN SIGNATURE

NorthEast
SPINE and SPORTS MEDICINE

Patient Consent to X-Ray

I authorize the performance of diagnostic x-ray examination of myself which my physician may consider necessary or advisable in the course of my examination and treatment.

Signed _____ Date: _____

If Patient is a Minor

I am the parent or legal representative of _____, who is a minor, _____ years of age. I authorize the performance of diagnostic x-ray of this minor which my physician may consider necessary or advisable.

Signed _____ Date: _____

Females: Regarding Possibility of Pregnancy

This is to certify that, to the best of my knowledge, I am not pregnant, and my physician has my permission to perform diagnostic x-ray examination. I have been advised that certain x-ray examinations, particularly those involving the pelvis, can be hazardous to an unborn child.

I am not pregnant due to the following:

_____ Post-Menopausal > 1 year

_____ Hysterectomy

_____ Active menstrual cycle: Date of last menstrual cycle: _____

Signed _____ Date: _____

NorthEast
SPINE and SPORTS MEDICINE

Informed Consent to Treatment

I consent to acupuncture and other procedures associated with Traditional Chinese Medicine by a Licensed Acupuncturist. I understand that methods of treatment may include, but are not limited to, acupuncture, moxibustion, cupping, electrical stimulation, Tui Na (Chinese massage), Chinese herbal medicine, and nutritional counseling

I have been informed that acupuncture is a safe method of treatment, but that it may have side effects, including slight bleeding, bruising and numbness or tingling near the needling sites that may last a few days, and dizziness or fainting. Bruising is a common side effect of cupping. Burns and /or scarring are a potential risk of moxibustion. I understand that while this document describes major risks of treatment, other side effects and risks may occur.

The herbs and nutritional supplements (which are from plant, animal, and mineral sources) that have been recommended are traditionally considered safe in the practice of Chinese Medicine, although some may be toxic in large doses. I understand that some herbs may be inappropriate during pregnancy. Some possible side effects of taking herbs are nausea, gas, stomachache, vomiting, headache, diarrhea, rashes, hives and tingling of the tongue.

I understand that herbs need to be prepared and the tea consumed according to the instructions provided orally and in writing. The herbs may have unpleasant smell or taste. I will immediately notify the acupuncturist of unanticipated or unpleasant side effects associated with the consumption of herbal teas. I will notify the Clinic Staff member who is caring for me if I am to become pregnant.

I understand that there is no guarantee concerning the effect of treatment provided to me and that I am free to discontinue treatment at any time. By voluntarily signing below, I show that I have read, and understand this consent of treatment about the risks and benefits of acupuncture and other procedures and have an opportunity to ask questions. I intend this consent form to cover the entire course of treatment for my present condition and for any future condition.

Print Patient Name: _____

Signature of Patient: _____

Minor Patient Representative: _____

Witness: _____

Date: _____/_____/_____

NorthEast
SPINE and SPORTS MEDICINE

Medical Records Request

Patient Name: _____ Date of Birth: _____

Provider(s) FROM whom medical records are requested: 1). 2). 3).	Phone Fax 1). 2). 3).
Provider to WHOM records are to be forwarded:	NorthEast Spine & Sports Medicine Attn: Please fax records to the office checked: [ ] Aberdeen 732-583-4704 [ ] Point Pleasant 732-714-0188 [ ] Barnegat 609-660-0003 [ ] Rahway 732-388-4380 [ ] Freehold 732-780-7139 [ ] Tinton Falls 848-217-7463 [ ] Jackson 732-415-1403 [ ] Toms River 732-504-7676 [ ] Lincroft 732-530-3561 [ ] Wall 732-529-2866 [ ] Marlboro 732-490-5770

Records Authorized to be Released:

[ ] Hospital records _____ **[ ]** NCV/EMG reports _____

[ ] Most recent office note _____ **[ ]** Other diagnostic tests _____

[ ] Lab reports _____ **[ ]** Procedure and/or OP notes _____

[ ] Radiology reports _____ **[ ]** Other _____

This information will be used for the purpose of providing additional medical care for the patient listed above.

I understand that I can revoke this authorization at any time by writing to the health care provider or to NorthEast Spine & Sports Medicine, but that revoking this authorization will not affect disclosures made or actions taken before the revocation is received.

I also understand that:

- I am entitled to receive a copy of this authorization
- A copy of this authorization may be utilized with the same effectiveness as an original.
- I am not required to sign this authorization and that my health care or payment for care will not be affected by my refusal

_____
Signature of Patient or Representative Date

_____
Name of Patient or Representative (print)

_____
Relationship to Patient