

**Family Chiropractic Center of Santa Fe**  
**2019 Galisteo St. Suite M6 Santa Fe, NM 87505**  
**505-984-0006 [www.spchiro.net](http://www.spchiro.net)**

## PATIENT CASE HISTORY

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Email Address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

List any **Allergies**:

- Animals  Aspirin  Bees  Chocolate  Dairy  Dust  Eggs  Latex  Molds  Penicillin  
 Ragweed/Pollen  Rubber  Seasonal Allergies  Shellfish  Soaps  Wheat  X-Ray Dye  
 Other: \_\_\_\_\_

List any **Surgeries** with dates:

- Back  Brain  Elbow  Foot  Hip  Knee  Neck  Neurological  Shoulder  Wrist  
 Other: \_\_\_\_\_
- 

List **ALL Past Medical History** conditions:

- Ankle Pain  Arm Pain  Arthritis  Asthma  Back Pain  Broken Bones  Cancer  Chest Pain  
 Depression  Diabetes  Dizziness  Elbow Pain  Epilepsy  Eye/Vision Problems  Fainting  
 Fatigue  Foot Pain  Genetic Spinal Condition  Hand Pain  Headaches  Hearing Problems  
 Hepatitis  High Blood Pressure  Hip Pain  HIV  Jaw Pain  Joint Stiffness  Knee Pain  
 Leg Pain  Menstrual Problems  Mid-Back Pain  Minor Heart Problem  Multiple Sclerosis  
 Neck Pain  Neurological Problems  Pacemaker  Parkinson's  Polio  Prostate Problems  
 Shoulder Pain  Significant Weight Change  Spinal Cord Injury  Sprain/Strain  Stroke/Heart Attack  
 Other: \_\_\_\_\_

List **Medications** you are taking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your **Family History**:

- Arthritis  Asthma  Back Pain  Cancer  Depression  Diabetes  Epilepsy  
 Genetic Spinal Condition  High Blood Pressure  Heart Problems  Multiple Sclerosis  
 Neurological Problems  Parkinson's  Polio  Prostate Problems  Stroke/Heart Attack  
 Other: \_\_\_\_\_

Have you ever been in a car accident?  Yes  No

Have you ever had any minor injuries?  Yes  No

Have you ever had any major injuries?  Yes  No

Date of last physical examination: \_\_\_\_\_ Do you smoke?  Yes  No

Do you exercise?  Yes  No (what forms and how often): \_\_\_\_\_

**What is your major complaint?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did this problem begin (falling, lifting, etc.)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How is your condition changing?  GETTING BETTER  GETTING WORSE  NOT CHANGING

Have you had this condition in the past?  YES  NO What happened? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How often do you experience your symptoms? Please describe in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe the nature of your symptoms:  Sharp  Dull  Numb  Burning  Shooting  Tingling

Radiating Pain  Tightness  Stabbing  Throbbing  Other: \_\_\_\_\_

Please rate your average pain on a scale of 0 to 10 (0= no pain and 10= excruciating pain) \_\_\_\_\_

How do your symptoms affect your ability to perform daily activities such as working or driving? Please rate on a scale of 0 to 10 (0= no pain and 10= excruciating pain) \_\_\_\_\_

What activities aggravate your condition (working, exercise, etc)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What makes your pain better (ice, heat, massage, etc)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a secondary complaint? \_\_\_\_\_  
How and when did this problem begin (falling, lifting, etc.)? \_\_\_\_\_  
\_\_\_\_\_

How is your condition changing?  GETTING BETTER  GETTING WORSE  NOT CHANGING  
Have you had this condition in the past?  YES  NO What happened? \_\_\_\_\_

How often do you experience your symptoms? Please describe in detail \_\_\_\_\_  
\_\_\_\_\_

Describe the nature of your symptoms:  Sharp  Dull  Numb  Burning  Shooting  Tingling  
 Radiating Pain  Tightness  Stabbing  Throbbing  Other: \_\_\_\_\_

Please rate your pain on a scale of 0 to 10 (0= no pain and 10= excruciating pain) \_\_\_\_\_  
How do your symptoms affect your ability to perform daily activities such as working or driving? Please rate on a scale of  
0 to 10 (0= no pain and 10= excruciating pain) \_\_\_\_\_

What activities aggravate your condition (working, exercise, etc)? \_\_\_\_\_  
What makes your pain better (ice, heat, massage, etc)? \_\_\_\_\_

**How did you find us?** \_\_\_\_\_

I authorize this office to release any information necessary to expedite insurance claims.  
I understand that I am responsible for all charges, regardless of insurance coverage.

Patient, Parent, or Guardian printed name as signature  
/s/ \_\_\_\_\_ Date \_\_\_\_\_

Have you ever had chiropractic care? \_\_\_\_\_  
When and where? \_\_\_\_\_

Why? \_\_\_\_\_

When was your last treatment? \_\_\_\_\_

# FINANCIAL POLICY OF THE FAMILY CHIROPRACTIC CENTER OF SANTA FE

Thank you for choosing us as your health provider. We are committed to your treatment being successful. Please understand that payment of your bill is considered a part of your treatment.

**PAYMENT IS EXPECTED AT TIME OF VISIT UNLESS  
OTHER ARRANGEMENTS  
HAVE BEEN MADE IN ADVANCE**

The following is a statement of our Financial Policy which we require that you read and sign prior to treatment.

## *REGARDING INSURANCE*

We will accept assignment of benefits from an insurance policy that is in force at the time of treatment and that covers the treatment provided by this office. You will be responsible for payment at the time of visit for what has been determined to be your portion of the bill. We cannot bill your insurance company unless you provide us with all insurance information. Please understand that your insurance policy is a contract between you and your insurance company. Please be aware that some or perhaps all of the services provided may be non-covered services and not considered reasonable and necessary under your policy. We will do our best to verify and determine your coverage benefits so that you will know in advance just what is covered. The bottom line is that you are ultimately responsible for payment of all charges incurred by you at this office. In the case of managed care plans, we will accept the contracted amounts and you will be responsible for your co-payments or co-insurance amounts. You will not be charged the difference between our usual and customary rates and the contracted rates set by the managed care plans. **We accept assignment for Medicare claims and will bill them for payment. Your only charge will be for the initial exam and to meet your deductible and any co-insurance or copay, if applicable.**

## *PERSONAL INJURY POLICY*

If you have been injured in an auto accident, we will look first to the MedPay part of **your** auto insurance to pay for services, regardless of who was at fault. If you do not have that coverage, or if you've been injured in another type of accident, you will either pay for services as they are incurred or contract with a personal injury attorney who will provide us with a Letter of Protection, stating that we will be paid by that attorney after settlement of your case. All fees incurred for treatment at this office will be due and payable following settlement. You will be ultimately responsible for payment of all treatment costs if the attorney fails to do so.

## *MISSED MASSAGE THERAPY APPOINTMENTS*

**Unless canceled 24 hours in advance, our policy is to charge the entire amount due for the massage appointment at the rate of \$40.00 per half hour.** You will not be charged if an emergency prevents you from keeping your appointment. An emergency is defined as... ***“a sudden, urgent, usually unexpected occurrence requiring immediate action”***. Using our voice mail or email will enable you to leave a message when our office is closed.

Thank you for reading and understanding our Financial Policy. Please let us know if you have any questions.

**I have read the above Financial Policy. I understand and agree to this Financial Policy.**

/s/ \_\_\_\_\_  
Patient Printed Name as Signature

\_\_\_\_\_  
Date

/s/ \_\_\_\_\_  
Guardian/Responsible Party Printed Name as Signature

\_\_\_\_\_  
Date

Family Chiropractic Center of Santa Fe

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NOTICE REGARDING YOUR SIGNATURE

All paper documents that you fill out in this office that constitute part of your patient record will be scanned and entered into the office computer system. The following statement below determines the legality of those signed documents.

***Photocopies, facsimiles, electronic, or other copies of documents which you have signed shall have the same effect for all purposes as an ink-signed original.***

By signing below, I certify that I have read and agree with the above statement.

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Patient, Parent, or Legal Guardian Signature

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Date

## PRIVACY NOTICE

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION

The Family Chiropractic Center of Santa Fe (FCC) is committed to maintaining the privacy of your protected health information (PHI), which includes information about your health condition and the care and treatment you receive from the FCC. This Notice details how your PHI may be used and disclosed to third parties, as well as your rights.

**CONSENT:** The FCC may use and/or disclose your PHI (provided that it first obtains a valid Consent signed by you) for the purposes of treatment (providing it to other physicians by request) and payment (to insurers for billing purposes).

**NO CONSENT REQUIRED:** The FCC may use and/or disclose your PHI without your consent based on the orders of another healthcare provider, in an emergency, as required by law, if there is a barrier to communicating with you, or by court order.

**FAMILY/FRIENDS:** The FCC may disclose your PHI to a family member or close personal friend identified by you.

**YOUR RIGHTS:** You have the right to revoke any consent, request PHI usage restrictions except in an emergency, inspect and copy your PHI, amend your PHI as provided by law, complain to the FCC if your privacy rights have been violated, and receive a copy of this Privacy Notice/Patient Consent.

**FCC'S REQUIREMENTS:** The FCC will maintain the privacy and confidentiality of your PHI as by law, reserves the right to change the terms of this notice for maximum PHI effectiveness, and will not retaliate against you for filing a complaint.

**PATIENT CONSENT:** The patient agrees that the above has been read and agreed to, that the FCC can change its privacy practices by law, that the FCC can use and/or disclose my PHI for purposes of treatment or obtaining payment, that I can request that the FCC restrict how my PHI is used and/or disclosed, that this consent is valid for 7 years, that the FCC can refuse to treat me if I refuse to sign below or revoke this consent.

This notice is effective as of \_\_\_\_\_. This notice, and any alterations or amendments made hereto will expire seven years after the date upon which the record was created. My signature acknowledges that I have received a copy of this notice.

/s/ \_\_\_\_\_

Printed name as Signature

\_\_\_\_\_

Date

If you are a minor, or if you are being represented by another party:

/s/ \_\_\_\_\_

Parent/Guardian/Representative Printed name as Signature

\_\_\_\_\_

Date