

# Delran Chiropractic, PA Wellness Center

3001 Bridgeboro Road  
Delran, New Jersey 08075

Phone: 856-461-6262

Fax: 856-461-7798

[www.delranchiropractic.com](http://www.delranchiropractic.com)

## Patient Intake Form

*(please print clearly)*

### Patient Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Sex (circle applicable): Male Female Other: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Married/civil union (circle applicable): Married Single Divorced Widow(er)

Spouse name: \_\_\_\_\_ # of children: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Wireless Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

### Employer Information

Employed (circle applicable): Full time Part time Unemployed

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer City: \_\_\_\_\_ Employer State: \_\_\_\_\_ Employer Zip: \_\_\_\_\_

Work Supervisor Name: \_\_\_\_\_ Supervisor Phone #: \_\_\_\_\_

Physical Work Duties: \_\_\_\_\_

### Reason for Visit

Describe the reason for this visit: \_\_\_\_\_

Impact on life: \_\_\_\_\_

When did this concern begin? \_\_\_\_\_

Has this concern (circle applicable): Gotten Worse Stayed Constant Come and Gone

Does this concern interfere with (circle applicable): Work Sleep Daily Routine Other Activities

Explain: \_\_\_\_\_

Has this concern occurred before? Yes No

Explain: \_\_\_\_\_

Have you seen other doctors for this concern? Yes No

Doctor's Name: \_\_\_\_\_

Type of Treatment: \_\_\_\_\_

Results (circle applicable): Good Bad Indifferent

**Chiropractic Experience**

How did you find our office (circle applicable)? Newspaper Sign Community Event Mailing Google Patient

If applicable, who referred you to our office? \_\_\_\_\_

Have you been adjusted by a Chiropractor before (circle applicable)? Yes No

If yes, what was the reason? \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Date of last visit: \_\_\_\_\_

Has any member of your family ever seen a Chiropractor? Yes No

**Female Only (please circle applicable options)**

Are you pregnant? Yes No

Are you nursing? Yes No

Are you taking birth control? Yes No

Do you have irregular cycles? Yes No

Do you experience painful periods? Yes No

Do you have breast implants? Yes No

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## SOAP Notes

Name: \_\_\_\_\_ Patient #: \_\_\_\_\_ Date: \_\_\_\_\_

What is your typical or average pain?

0    1    2    3    4    5    6    7    8    9    10

Level	Root	Motor	R	L	DTRs	R	L	Sensory	R	L
C4/5	5	Deltoid			Biceps			Lat Arm		
C5/6	6	Wr Ext			Brachio			Lat For		
C6/7	7	Triceps			Triceps			Mid Fin		
C7/1	8	Fn Flex						Med For		
L1/3								Ant Thigh		
L3/4	4	Ant Tib			Patellar			Med Ft		
L4/5	5	EHL			M Ham			Lat Leg		
L5/1	1	Peron			Achilles			Lat Ft		

Cervical Spine			
ROM	Norm	R	L
Flexion	60		
Extension	75		
Lat Bend	45		
Rotation	80		

Lumbar Spine			
ROM	Norm	R	L
Flexion	70		
Extension	25		
Lat Bend	25		

	R	L
SLR		
Braggard		
Kemp		
Fabre		
Millgram		
Valsalva		
Minors		
Lindners		
Ganslens		

	R	L	N
Compression			
Disctraction			
Spurling			
Soto Half			
Jackson			
George			
Valsalva			
Phalens			
Tinels			

Present Complaint \_\_\_\_\_

Onset \_\_\_\_\_

Prov/Pall \_\_\_\_\_

Quality \_\_\_\_\_

VAS \_\_\_\_\_

Timing \_\_\_\_\_

Other Doctors/Tests \_\_\_\_\_

Previous Accidents/Trauma \_\_\_\_\_

Medication \_\_\_\_\_

# NECK DISABILITY INDEX

THIS QUESTIONNAIRE IS DESIGNED TO HELP US BETTER UNDERSTAND HOW YOUR NECK PAIN AFFECTS YOUR ABILITY TO MANAGE EVERYDAY -LIFE ACTIVITIES. PLEASE MARK IN EACH SECTION THE **ONE BOX** THAT APPLIES TO YOU. ALTHOUGH YOU MAY CONSIDER THAT TWO OF THE STATEMENTS IN ANY ONE SECTION RELATE TO YOU, PLEASE MARK THE BOX THAT **MOST CLOSELY** DESCRIBES YOUR PRESENT -DAY SITUATION.

## SECTION 1 - PAIN INTENSITY

- I have no pain at the moment.
- The pain is very mild at the moment.
- The pain is moderate at the moment.
- The pain is fairly severe at the moment.
- The pain is very severe at the moment.
- The pain is the worst imaginable at the moment.

## SECTION 2 - PERSONAL CARE

- I can look after myself normally without causing extra pain.
- I can look after myself normally, but it causes extra pain.
- It is painful to look after myself, and I am slow and careful.
- I need some help but manage most of my personal care.
- I need help every day in most aspects of self -care.
- I do not get dressed. I wash with difficulty and stay in bed.

## SECTION 3 - LIFTING

- I can lift heavy weights without causing extra pain.
- I can lift heavy weights, but it gives me extra pain.
- Pain prevents me from lifting heavy weights off the floor but I can manage if items are conveniently positioned, ie. on a table.
- Pain prevents me from lifting heavy weights, but I can manage light weights if they are conveniently positioned.
- I can lift only very light weights.
- I cannot lift or carry anything at all.

## SECTION 4 - WORK

- I can do as much work as I want.
- I can only do my usual work, but no more.
- I can do most of my usual work, but no more.
- I can't do my usual work.
- I can hardly do any work at all.
- I can't do any work at all.

## SECTION 5 - HEADACHES

- I have no headaches at all.
- I have slight headaches that come infrequently.
- I have moderate headaches that come infrequently.
- I have moderate headaches that come frequently.
- I have severe headaches that come frequently.
- I have headaches almost all the time.

## SECTION 6 - CONCENTRATION

- I can concentrate fully without difficulty.
- I can concentrate fully with slight difficulty.
- I have a fair degree of difficulty concentrating.
- I have a lot of difficulty concentrating.
- I have a great deal of difficulty concentrating.
- I can't concentrate at all.

## SECTION 7 - SLEEPING

- I have no trouble sleeping.
- My sleep is slightly disturbed for less than 1 hour.
- My sleep is mildly disturbed for up to 1-2 hours.
- My sleep is moderately disturbed for up to 2-3 hours.
- My sleep is greatly disturbed for up to 3-5 hours.
- My sleep is completely disturbed for up to 5-7 hours.

## SECTION 8 - DRIVING

- I can drive my car without neck pain.
- I can drive as long as I want with slight neck pain.
- I can drive as long as I want with moderate neck pain.
- I can't drive as long as I want because of moderate neck pain.
- I can hardly drive at all because of severe neck pain.
- I can't drive my car at all because of neck pain.

## SECTION 9 - READING

- I can read as much as I want with no neck pain.
- I can read as much as I want with slight neck pain.
- I can read as much as I want with moderate neck pain.
- I can't read as much as I want because of moderate neck pain.
- I can't read as much as I want because of severe neck pain.
- I can't read at all.

## SECTION 10 - RECREATION

- I have no neck pain during all recreational activities.
- I have some neck pain with all recreational activities.
- I have some neck pain with a few recreational activities.
- I have neck pain with most recreational activities.
- I can hardly do recreational activities due to neck pain.
- I can't do any recreational activities due to neck pain.

PATIENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

SCORE \_\_\_\_\_ [50]

BENCHMARK -5 = \_\_\_\_\_

Patient Acct # \_\_\_\_\_  
Doctor # \_\_\_\_\_  
Reviewed By \_\_\_\_\_

# Oswestry Disability Index for Lower Back Pain

Patient Name: \_\_\_\_\_ File # \_\_\_\_\_ Date \_\_\_\_\_

Please Read: This questionnaire has been designed to give the doctor information on how your pain has affected your ability to manage everyday life. **PLEASE ANSWER EVERY SECTION AND MARK IN EACH SECTION ONLY ONE ANSWER** that applies to you. We realize that you may consider that two of the statements in any one section relate to you, but please check just one which most closely describes you

## SECTION 1- PAIN INTENSITY

- I can tolerate the pain I have without pain killers.
- The pain is bad but I manage without pain killers.
- Pain killers give me complete relief of pain.
- Pain killers give me moderate relief of pain.
- Pain killers give me very little relief of pain.
- Pain killers have no effect on pain and I do not use them.

## SECTION 2- PERSONAL CARE (Washing, Dressing, etc.)

- I can look after myself normally, without extra pain.
- I can look after myself normally, but it causes extra pain.
- It is painful to look after myself, but I am slow and careful.
- I need some help but manage most of my personal care.
- I need some help everyday in most aspects of self-care.
- I do not get dressed: I wash with difficulty and stay in bed.

## SECTION 3- LIFTING

- I can lift heavy weights without causing pain.
- I can lift heavy weights, but it gives extra pain.
- Pain prevents me from lifting heavy weights off of the floor, but I manage if they are conveniently positioned.
- Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are convenient.
- I can lift light weights only.
- I cannot lift or carry anything at all.

## SECTION 4-WALKING

- Pain does not prevent me from walking any distance.
- Pain prevents me from walking more than 1 Mile.
- Pain prevents me from walking more than ½ Mile.
- Pain prevents me from walking more than ¼ Mile.
- I can only walk using a stick/cane or crutches.
- I am in bed most of the time and have to crawl to the toilet.

## SECTION 5-SITTING

- I can still sit in a chair as long as I like.
- I can only sit in my favorite chair as long as I like.
- Pain prevents me from sitting more than an hour.
- Pain prevents me from sitting more than a ½ hour.
- Pain prevents me from sitting more than 10 minutes.
- Pain prevents me from sitting at all.

## SECTION 6- STANDING

- I can stand as long as I want without extra pain.
- I can stand as long as I want but it gives extra pain.
- Pain prevents me from standing more than an hour.
- Pain prevents me from standing more than a ½ hr.
- Pain prevents me from standing more than 10 min.
- Pain prevents me from standing at all.

## SECTION 7-SLEEPING

- Pain does not prevent me from sleeping well.
- I can sleep well only by using tablets.
- Even when I take tablets, I have less than 6 hours.
- Even when I take tablets, I have less than 4 hours.
- Even when I take tablets, I have less than 2 hours.
- Pain prevents me from sleeping at all.

## SECTION 8- EMPLOYMENT/HOMEMAKING

- Job/homemaking causes no extra pain.
- Job/homemaking increases pain, but I can still perform.
- Can perform most duties, pain prevents heavier activity.
- Pain prevents me from doing anything but light duties.
- Pain prevents me from doing even light duties.
- Pain prevents me from doing ANY job/homemaking.

## SECTION 9- SOCIAL LIFE

- My social life is normal and causes no extra pain.
- My social life is normal but increases the degree of pain.
- Pain has no significant effect on my life apart from limiting my more energetic interests (dancing, etc.).
- Pain has restricted my social life and I do not go out as often.
- Pain has restricted my social life and I do not go out.
- I have no social life because of pain.

## SECTION 10- Traveling

- I can travel anywhere without pain.
- I can travel anywhere but with extra pain.
- Pain is bad but I can manage to journey over 2 hours.
- Pain restricts me to journeys over 1 hour.
- Pain restricts me to short necessary journeys less than 30 min.
- Pain prevents me from traveling except to the doctor or hospital.

Total: \_\_\_\_\_

Patient Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Electronic Health Records Intake Form

*In Compliance with Medicare requirements for the government EHR incentive program*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Cell# \_\_\_\_\_ Cell Provider \_\_\_\_\_

Preferred method of Communication for patient reminders (Circle one): Text message / Phone Call

DOB: \_\_\_/\_\_\_/\_\_\_ Gender(Circle One): Male / Female Preferred Language: \_\_\_\_\_

Smoking Status(Circle One): Every Day Smoker / Occasional Smoker / Former Smoker / Never Smoked

CMS requires providers to report both race and ethnicity

Race(Circle One): American Indian or Alaska Native / Asian / Black or African American / White (Caucasian)  
Native Hawaiian or Pacific Islander / Other / Decline to Answer

Ethnicity(Circle One): Hispanic or Latino / Not Hispanic or Latino / Decline to Answer

Are you currently taking any medications? (Please include regularly used over the counter medications)

Medication Name	Dosage and Frequency

Do you have any medication allergies?

Medication Name	Reaction	Onset Date	Additional Comments

[ ] I choose to decline receipt of my clinical summary after every visit (These summaries are often blank as a result of the nature and frequency of chiropractic care.)

Patient signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office use only*

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ / \_\_\_\_\_

DELTRAN CHIROPRACTIC PA  
A. Notifier: 3001 Bridgeboro Rd Delran NJ 08075  
B. Patient Name:

Phone: 856-461-6262  
FAX: 856-461-7798  
C. Identification Number:

## Advance Beneficiary Notice of Non-coverage (ABN)

**NOTE:** If Medicare doesn't pay for D. \_\_\_\_\_ below, you may have to pay.  
Medicare does not pay for everything, even some care that you or your health care provider have good reason to think you need. We expect Medicare may not pay for the D. \_\_\_\_\_ below.

D.	E. Reason Medicare May Not Pay:	F. Estimated Cost
EXAM, Initial or Re-Exam X-Rays Therapies: Electrical stim, Traction etc	These are NOT covered services	\$30-60 \$15 per X-Ray \$15 per therapy

### WHAT YOU NEED TO DO NOW:

- Read this notice, so you can make an informed decision about your care.
- Ask us any questions that you may have after you finish reading.
- Choose an option below about whether to receive the D. \_\_\_\_\_ listed above.

**Note:** If you choose Option 1 or 2, we may help you to use any other insurance that you might have, but Medicare cannot require us to do this.

### G. OPTIONS: Check only one box. We cannot choose a box for you.

- OPTION 1.** I want the D. \_\_\_\_\_ listed above. You may ask to be paid now, but I also want Medicare billed for an official decision on payment, which is sent to me on a Medicare Summary Notice (MSN). I understand that if Medicare doesn't pay, I am responsible for payment, but I can appeal to Medicare by following the directions on the MSN. If Medicare does pay, you will refund any payments I made to you, less co-pays or deductibles.
- OPTION 2.** I want the D. \_\_\_\_\_ listed above, but do not bill Medicare. You may ask to be paid now as I am responsible for payment. I cannot appeal if Medicare is not billed.
- OPTION 3.** I don't want the D. \_\_\_\_\_ listed above. I understand with this choice I am not responsible for payment, and I cannot appeal to see if Medicare would pay.

### H. Additional Information:

This notice gives our opinion, not an official Medicare decision. If you have other questions on this notice or Medicare billing, call 1-800-MEDICARE (1-800-633-4227/TTY: 1-877-486-2048).  
Signing below means that you have received and understand this notice. You may ask to receive a copy.

I. Signature:	J. Date:
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You have the right to get Medicare information in an accessible format, like large print, Braille, or audio. You also have the right to file a complaint if you feel you've been discriminated against. Visit [Medicare.gov/about-us/accessibility-nondiscrimination-notice](http://Medicare.gov/about-us/accessibility-nondiscrimination-notice).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0566. The time required to complete this information collection is estimated to average 7 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Baltimore, Maryland 21244-1850.





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Patient Name: \_\_\_\_\_  
Patient Address: \_\_\_\_\_

**Authorization & Assignment**

I hereby authorize my insurance company to make payment directly to Delran Chiropractic, PA the expense benefits allowable and otherwise payable to me under my current insurance policy as payment toward the total charges for professional services rendered. This payment shall not exceed my indebtedness to above mentioned assignee, and I have agreed to pay, in current manner, any balance of said professional service charges over and above this insurance payment. If for any reason the insurance company does not pay all or part of my bill, I realize I am responsible for the balance.

Patient Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Payment for Professional Service Is Due Upon Receipt of This Statement**

I hereby agree to reimburse my insurance company for any amounts of overpayment in excess of amounts payable under this group policy. I hereby authorize any physician, hospital, pharmacy, insurance company, employer, or organization to release any information regarding the medical history, treatment, disability, or benefits payable for this claim to my insurance company. A photocopy of this authorization shall be as valid as the original.

Patient Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

*Delran Chiropractic, PA*  
*Tax ID: 22-2238792*

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**Dr. Jason Polino, DC**

**Dr. Nancy Cillo, DC, CNT**

**Patient Care — Insurance Agreement**

In consideration of your undertaking to care for me, I agree to the following:

1. In the event any insurance company obligated by contractual agreement to make payment to me or you for the charges made for your services refuses to make such payment upon demand by you or does not make payment within 60 days of your billing, I will become personally responsible for that amount. I will have 30 days to clear that account by calling my insurance company after being notified by your office. If the amount is not cleared by 30 days, I hereby authorize you to collect any outstanding amount on my credit card listed below.
2. Any insurance checks that may be forwarded to me for services received at the chiropractic office(s) and not previously paid for will be endorsed by me and turned over to Delran Chiropractic, PA within 5 days of receipt for payment on my account. If I do not clear this portion of my account within 5 days of receipt of said payment, I hereby authorize you to collect the full amount of my account on the credit card listed below.
3. Any balance that is on my account will be paid for and cleared within 30 days of notification of the amount. If a balance remains past 30 days, I hereby authorize you to collect the full amount of my account on the credit card listed below.
4. This clinic does not promise that an insurance company will pay, nor does the clinic promise that an insurance company will or should pay the difference.
5. The clinic will not enter into a dispute with an insurance company over reimbursement or the amount of reimbursement. This is the patient's obligation.
6. All deductible amounts must be paid prior to insurance submittal.
7. Waiting for insurance payment is a courtesy and may be withdrawn at any time.
8. If the patient discontinues care for any reason other than discharge by the doctor, then the bill is due and payable in full *immediately*, regardless of any claims submitted.
9. I also consent to the administration of chiropractic care, diagnostic, and therapeutic recommendations by Delran Chiropractic, PA and its associates. Further, if during the course of care it is determined by the doctor that an additional or different procedure or tests are medically necessary, I consent to do that as well.

Patient Name: \_\_\_\_\_

Address: \_\_\_\_\_

Credit Card (circle applicable): Mastercard AMEX Discover VISA

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DELRAN CHIROPRACTIC PA  
**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.  
THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

**OUR LEGAL DUTY**

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 4-14-2003, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

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.

**USES AND DISCLOSURES OF HEALTH INFORMATION**

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use or disclose your health information to a physician or other health care provider providing treatment to you. Treatment may be administered in an open room format.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to 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 healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or healthcare operations you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. 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 described in this Notice.

**To your Family and Friends:** We must disclose your health information to you, as described in the Patient Rights section of this Notice, 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 for your healthcare, but only if you agree that we may do so.

**Persons Involved In Care:** We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgement disclosing health information that is directly relevant to the persons involvement in your healthcare. We will also use our professional judgement and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies; x-rays, or other similar forms of health information.

**Marketing Health-Related services:** We will not use your health information for marketing communications without your written authorization for example. (puzzle boards, thank you board)

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** We may 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. 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.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as rescheduling missed appointments, phone calls, voicemail messages, postcards or letters).

## **PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice; If you request copies, we will charge you \$0.25 for each page, \$10.00 per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a 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 for a full explanation of our fee structure.)

**Disclosure Accounting:** 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 certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost based fee for responding to these additional requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. {You must make your request in writing.} Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative.

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

**Electronic Notice:** If you received 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 about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. 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 your complaint with the U.S. Department of Health and Human Services upon request. We support your right to the 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.

Contact Officer: Dr Jason Polino DC  
Office Telephone: 856-461 -6262  
Billing Telephone: 8564616249 contact person: Jeni Polino  
Fax 856-461-7798  
Address: 3001 Bridgeboro Road  
Delran ,NJ 08075

Patient's Signature & Date: \_\_\_\_\_