



NEW CLIENT INFORMATION

Today's Date _____

PERSONAL INFORMATION

Name: _____ Age: _____ Date of Birth: _____

Nickname or preferred name: _____ Marital Status: S M D W Other _____

Home / Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email address: _____

Occupation: _____ Employer: _____

In case of an Emergency – Contact: _____ Relationship: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Most of our patients are referred to us by a caring family or friend. Whom may we thank for referring you to our office? Or how did you hear about us? _____

HEALTH INFORMATION

HEALTH CONCERNS: Please list your top health concerns or complaints that you would like to address (in order of priority):

- 1) _____
- 2) _____
- 3) _____

Are these concerns affecting your quality of life? (Please check all applicable)

Work / School: Y N Recreation: Y N Sleep: Y N Exercise / Sports: Y N
Eating: Y N Walking: Y N Sitting: Y N Intimate/Personal Life: Y N

GENERAL INFORMATION:

Height: _____ Weight: _____ Recent Weight Loss / Gain Amount: _____ lbs

Reason / method for weight loss / gain: _____ Number of Bowel Movements per day _____

Difficulty falling asleep? Y N Difficulty staying asleep? Y N Tired after full night's sleep? Y N

Lightheaded / irritable when hungry? Y N Crave sugar / salt? Y N Fatigue after meals? Y N

Need coffee/sweets 3-5pm? Y N Do you eat Breakfast? Y N Do you eat snacks? Y N

What time do you eat Breakfast? _____ Usual breakfast foods: _____

What time do you eat Lunch? _____ Usual lunch foods: _____

What time do you eat Dinner? _____ Usual dinner foods: _____

What times do you eat Snacks? _____ Usual snacks: _____

List the three healthiest foods you eat during the average week: _____

List the three worst foods you eat during the average week: _____

Do you have any dietary restrictions? Y N Please explain: (vegetarian, gluten / dairy intolerance, Kosher etc.) _____

MEDICAL HISTORY: – Please check all that apply (P = Past / C = Current):

P / C	P / C	P / C	P / C	P / C
<input type="checkbox"/> Abdominal Pains	<input type="checkbox"/> Elbow/Hand Pain	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Paralysis	<input type="checkbox"/> Sweating
<input type="checkbox"/> Ankle/Foot Pain	<input type="checkbox"/> Excessive Thirst	<input type="checkbox"/> Hip Pain	<input type="checkbox"/> Persistent Cough	<input type="checkbox"/> Swollen Ankles
<input type="checkbox"/> Blurred Vision	<input type="checkbox"/> Eye Pain	<input type="checkbox"/> Insomnia	<input type="checkbox"/> Poor Appetite	<input type="checkbox"/> Swollen Joints
<input type="checkbox"/> Chest Pressure	<input type="checkbox"/> Facial Pain	<input type="checkbox"/> Irritability	<input type="checkbox"/> Poor Circulation	<input type="checkbox"/> Teeth Grinding
<input type="checkbox"/> Clammy Hands	<input type="checkbox"/> Fainting	<input type="checkbox"/> Joint Stiffness	<input type="checkbox"/> Rapid Heart Rate	<input type="checkbox"/> Tingling in Feet
<input type="checkbox"/> Confusion	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Knee Pain	<input type="checkbox"/> Shakiness	<input type="checkbox"/> Tingling in Hands
<input type="checkbox"/> Constipation	<input type="checkbox"/> Feel Loss of Control	<input type="checkbox"/> Low Back Pain	<input type="checkbox"/> Shoulder Pain	<input type="checkbox"/> Unusual lumps
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Forgetfulness	<input type="checkbox"/> Low Blood Pressure	<input type="checkbox"/> Sinusitis	<input type="checkbox"/> Urination Difficulty
<input type="checkbox"/> Decreased Sex Drive	<input type="checkbox"/> Frequent Urination	<input type="checkbox"/> Lump in Throat	<input type="checkbox"/> Slow Heart Rate	<input type="checkbox"/> Walking Problems
<input type="checkbox"/> Dizziness	<input type="checkbox"/> Fullness of Bladder	<input type="checkbox"/> Menstrual Irregularities	<input type="checkbox"/> Sore Muscles	<input type="checkbox"/> Weak Muscles
<input type="checkbox"/> Dry Mouth	<input type="checkbox"/> Headache	<input type="checkbox"/> Nausea/Vomiting	<input type="checkbox"/> Sore Throat	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Earache	<input type="checkbox"/> Hemorrhoids	<input type="checkbox"/> Neck Pain	<input type="checkbox"/> Swallowing Pain	_____

Are you currently under the care of any other provider(s)? (MD, Dentist, psychologist, please list condition or general care etc) _____

WOMEN ONLY: Is there any chance you might be pregnant? Y N Date of last menstrual cycle: _____

Are you experiencing perimenopause? Y N Reached Menopause Y N Are you experiencing symptoms? Y N

Do you currently, or have you used any of the following? (please circle all that apply) Birth Control Pills, Hormone Replacement Therapy,

Hormone IUD, Copper IUD, Contraceptive Shot (ex. Depo), Vaginal Ring, Contraceptive Patch, Emergency Contraceptive

Length of use of each type? _____ Have you ever had an abnormal PAP? Y N

Age of menarche (periods began): _____ Age of children (if any): _____

of pregnancies (if any): _____ # of C-Sections (if any): _____

HEALTH & FAMILY HISTORY:

Mark an X for any conditions that **you**, or any of **your family members** have now or have had in the past:

	Self	Mother	Father	Sibling(s)	Paternal Grandparent	Maternal Grandparent
Alcoholism						
Anemia						
Cancer						
Cold sores						
Deep vein thrombosis						
Depression/Anxiety						
Diabetes						
Eczema/Psoriasis						
Epilepsy						
Goiter						
Gout						
Heart disease						
Hepatitis A/B/C						
Herpes						
High Blood Pressure						
HIV/AIDS						
Pleurisy						
Pneumonia						
Stroke						
Tumor(s)						
Ulcer(s)						
Other:						

NATIONALITY: Some health issues can be related to our familial nationality or heritage. Please list your family heritage below:

Mother's Family _____ Father's Family _____

Do you wear corrective lenses? Y N Date of last check-up / prescription change? _____
 Date of most recent physical or annual exam: _____ Did you have blood-work done? Y N
 Results / Concerns _____

ACCIDENTS: Have you been involved in any of the following types of accidents? (check all that apply)

- Automobile Motorcycle Bicycle Sports Playground Abuse Other

Year (approximate)	Please describe (injuries, treatment, outcome)

INJURIES: Have you ever injured any of the following regions? (check all that apply)

- Head Neck Rib/Chest Back Pelvis/Hip Arm/Hand Leg/Foot

Year (approximate)	Please describe (injuries, treatment, outcome)

SERIOUS ILLNESSES / HOSPITALIZATIONS / SURGERIES: Please detail hospitalizations / serious illnesses / surgeries

Year (approximate)	Reason	Outcome

MEDICATIONS: Please list all medications you are currently or have recently taken (prescribed or over-the-counter)

Medication Name	Condition	Date Started	Prescribed By?

NUTRITIONAL SUPPLEMENTS: Please list all Vitamins and Nutritional Supplements you are currently or have recently taken

Supplement	Brand & Amount Consumed	Date Started	Prescribed by? (if applicable)

PREVIOUS MEDICATION HISTORY: Please list an approximate number of times you have taken antibiotics for illnesses, yeast infections, skin disorders (including acne), dental procedures, surgery etc. _____ Have you ever been on a long term antibiotic (1 month or more) or Intravenous (IV) ? Y N Have you ever taken probiotics? Y N

ALLERGIES / SENSITIVITIES: Please check and list all allergies / sensitivities

Food: Gluten Dairy Soy Nuts Other _____

Medications: _____

Seasonal/Latex/Other: _____

Have you have taken oral steroids (Cortisone, Prednisone) If yes: _____

As a child did you have a restricted diet, or were you allergic to any foods? If yes: _____

HABITS: Please include current and previous amounts

	Daily	Weekly	Monthly	Never	Amount		5-7x/wk	3-5x/wk	1-3x/wk	None
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Exercise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		8+ hrs	7-8 hrs	6-7 hrs	5-6 hrs
Soda/Diet Soda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tobacco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		5+	4	3	2
Rec. Drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Meals / day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If you no longer consume the above, please note length of consumption and date stopped.</i>						Water / day	8+ cups	4-7 cups	2-4 cups	<8 oz

How many times a week do you eat out?: _____ How many times a week do you eat fish? _____

How many times a week do you eat raw nuts or seeds?: _____

WORK ACTIVITY: Heavy Labor Light Labor Mostly Sitting Mostly Standing Walking/Moving Driving

STRESS LEVEL: Very High High Medium Low

Have you ever been married or in a long-term relationship? Y N Length of Relationship _____

Have you ever been divorced or ended a long-term relationship? Y N How recently: _____

Have you lived or traveled outside of the United States? Y N If yes: Where _____

Do you have any pets or farm animals? Y N If yes: _____

You are interested in the following services: Chiropractic Nutrition Gluten Issues Thyroid Dysfunction

Weight-loss Cholesterol Issues Pain Management Other _____

If you have any concerns or questions you would like to note here, or issues you think might be related to your condition please do not hesitate to discuss any matter with Dr. Jacqui at any time.

Client Name (Printed)

Client Signature

Date

Parent and/or Guardian Printed

Parent and/or Guardian Signature

Functional Wellness LLC
720 S. Colorado Blvd, Denver, CO 80246
PO BOX 85, Edwards, CO 81632
Phone: 970-376-7779 ~ Fax: 888-376-6372

NOTICE OF MATERIAL CHANGES TO OUR PRIVACY PRACTICES POLICY

EFFECTIVE: SEPTEMBER 22, 2013

BACKGROUND

The Health Insurance and Portability & Accountability Act of 1996 (HIPAA) gives individuals the right to be informed of their healthcare providers' privacy practices and the right to understand and control how their health information is used. Healthcare providers are required to develop and distribute a notice that provides a clear explanation of these rights and practices.

Our Practice has made material changes to our privacy practices, consistent with legal changes to HIPAA and the Health Information Technology for Economic and Clinical Health Act (HITECH). We will be providing all of our patients with our revised and updated Notice of Privacy Practices, and requesting a signed acknowledgment of receipt from each patient.

SUMMARY OF MATERIAL CHANGES TO OUR PRIVACY PRACTICES:

- We have added a statement to our Privacy Practices acknowledging that we may not use or disclose your protected health information for marketing purposes, including disclosures that constitute sales, without your authorization.
- We will be issuing new Patient Release of Records Authorization forms that allow patients to choose whether to allow or limit the Practice from disclosing their protected health information in certain ways, to include opting out of fundraising communications.
- If the Practice maintains a patient's psychotherapy notes, they will not be released unless you the patient signs an authorization or if otherwise required by law.
- Patients have the right to restrict the Practice from disclosing certain protected health information to health plan providers if the patient personally pays for their service in full.
- We have revised our internal privacy breach reporting practices to comply with 2013 changes in the HIPAA and HITECH privacy rules, and patients have a right to receive a notification of breaches of unsecured protected health information.
- Consistent with the Genetic Information Nondiscrimination Act (GINA), our Practice will not use or disclose any genetic information to insurance providers or others for underwriting purposes.

If you would like additional information regarding our privacy practices, or if you have questions or concerns, please contact us as indicated below.

Contact Officer: Jacqui Slavin
Address: 720 S. Colorado Blvd, Denver, CO 80246 ~ PO BOX 85, Edwards, CO 81632
Telephone: 970-376-7779
Fax: 888-376-6372
Email: functionalwellness@live.com

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ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I acknowledge that I have been provided a copy of Functional Wellness LLC's Notice of Privacy Practices, which has an effective date of September 22, 2013, and which describes how my health information may be used and disclosed.

*At this time Functional Wellness, LLC does NOT share **Private Health Information for Marketing Purposes**, nor does it engage in **Fundraising Activities**. Therefore the Authorizations for Use of Private Health Information for Marketing Purposes and the Opt Out for Fundraising Activities release documents are not relevant at this time. Should business practices change, Functional Wellness, LLC will notify me as required.*

I understand that you have the right to change the Notice of Privacy Practices at any time, that I will be provided a copy of any updated version, and that I may contact you at any time to request a current Notice of Privacy Practices.

My signature below acknowledges that I have been provided with a copy of the Notice of Privacy Practices:

Signature of Patient or Patient's Representative

Date

Print Name

Relationship to Patient (If not signed by the Patient)

Financial Policy

Due to the specialty and nature of our services at Functional Wellness, LLC patients are responsible for payment at the time of service. We accept cash, check, Visa, MasterCard, Discover and American Express.

We make every effort to work with your general practitioner for routine lab work, and provide the most competitive options for specialty testing, especially those that accept most insurance plans.

Payments made for services rendered at Functional Wellness, LLC can also be applied toward your annual deductible, and should be eligible expenditures for Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA). We are happy to provide you with standard documentation and coding required by your provider / coverage entity. (Detailed documentation may be subject to standard hourly rate.)

We encourage patients to understand your individual health insurance policy and to contact your provider for clarification of benefits and reimbursement procedures prior to services being rendered. Many chiropractic procedures, as well as nutritional consultations may be covered by traditional policies, however this differs greatly by provider and network.

In an effort to serve our patients in a timely manner, we ask that you are on time for your scheduled appointment. In the event you are running late, please call our office prior to the time of your appointment to make appropriate arrangements. If you arrive more than 10 minutes late to your scheduled appointment, you may be asked to reschedule.

Fee Schedule	
Cancellation, Missed Appointments and Late Arrivals	If you need to cancel an appointment, we kindly request that you allow at least 24-hours notice so that your appointment may be given to another patient who may be in need of urgent care. If we do not receive 24-hours notice there will be a \$150.00 cancellation fee billed for an average length appointment. Patients with multiple cancellations or missed appointments also may be discharged from our practice. In an event you are running late, please call our office. If you are more than 15 minutes late to your scheduled appointment, you may be asked to reschedule.
Returned Check Fee	There will be a \$35 charge for all returned checks.
Collection Fee	If your account is turned over to our collection agency, you will be responsible for the collection fee charged to us by the agency in addition to your outstanding balance.

In cases of divorce or separation, the parent authorizing treatment for a child will be the parent responsible for those charges. If the divorce decree requires the other parent to pay all or part of the child's medical costs, it is the authorizing parent's responsibility to collect from the other parent.

I have read and understand the financial policy, and I agree to be bound by its terms. I understand and agree that such terms may be amended in the future by the practice.

Signature of Patient or Responsible Party

Date

Printed Name of Patient

Authorization Agreement For Pre-arranged Payment by Credit Card

I the undersigned hereby authorize Functional Wellness to initiate debit entries to the credit card at the financial institution listed below in the event of (1) missed appointments in the amount of \$150.00; (2) returned checks in the amount of \$35.00; (3) payment for services rendered outside of the office (including but not limited consultations by phone or Skype); (4) purchase of products (and or shipping fees, and sales tax) from Functional Wellness that was shipped / delivered or picked up during a time the office was not open for business; (5) payment for laboratory fees ordered by Functional Wellness on my behalf.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I further understand that this authorization will remain in full force and effect until I give this clinic written notice 15 days and I authorize a \$30 service charge for any returned or unpaid debits or payments from my bank or credit card. With my signature, I warrant that I am an authorized signer and have authority to enter this agreement.

Name: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Please Circle one:

VISA MASTERCARD AMEX DISCOVER

Account Number: _____

Security Code: _____ Expiration Date (mm/yy): _____

Signature of Patient / Guarantor _____