

total bodywork

CHIROPRACTIC • MASSAGE • REHAB • WELLNESS

1018 Hercules Ave.
Houston, TX 77058
Tel: 281.480.7000
Fax: 281.480.7017
www.tbodywork.com

Personal Information

Name:		SSN:	Date:
Address:			
City:		State:	Zip:
Home Ph.:	Work Ph.:	Cell Ph.:	
D.O.B.:	Sex: M F	Marital Status: S M W D	
Email:			
Employer:		Occupation:	
Address:			
City:		State:	Zip:
Who is your primary care physician?			Clinic name:
May we contact your primary care physician to discuss your visit? Y N			
If you are pregnant, who is your OB/GYN?			Clinic name:
May we contact your OB/GYN? Y N			
How were you referred to our office?			
Number of children and their ages?			

Insurance Information

Name of policy holder:			
SSN:	D.O.B.:	Policy holder employer:	
Relationship to policy holder: Self Spouse Child Other			Flexible spending account? Y N

Emergency Contact

Name:		Relationship:	
Home Ph.:	Work Ph.:	Cell Ph.:	
Address:			
City:		State:	Zip:

ASSIGNMENT OF INSURANCE BENEFITS

I, the undersigned claimant, hereby authorize the release of any information relating to all claims for benefits on behalf of myself and/or dependents. I further expressly agree and acknowledge that my signature on this documentation authorizes total bodywork to submit claims for benefits, for services rendered or for services to be rendered without obtaining a signature on each and every claim to be submitted for me and/or my dependents, and that I will be bound by this signature as though the undersigned has personally signed the particular claim.

I hereby authorize my insurance company: _____ to pay and hereby assign directly to total bodywork all benefits, if any, otherwise payable to me for services as described on the detached forms, and I also agree to pay co-payments and/or deductibles.

I understand that I am financially responsible for all charges incurred and that any insurance benefits, when received by and paid to total bodywork will be credited to my account in accordance with the above assignment. I further acknowledge that verification of benefits is not a guarantee of payment from my insurance company.

Signature:	Date:
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SPECIFIC RISK POSSIBILITIES ASSOCIATED WITH CHIROPRACTIC CARE

- *Soreness – Chiropractic adjustments and physical therapy procedures are sometimes accompanied by post treatment soreness. This is a normal and acceptable accompanying response to chiropractic care and physical therapy. While it is not generally dangerous, please advise your doctor if you experience soreness or discomfort.
- *Soft Tissue Injury – Occasionally chiropractic treatment may aggravate a disc injury, or cause other minor joint, ligament, tendon, or other soft tissue injury.
- *Rib Injury – Manual adjustments to the thoracic spine, in rare cases, may cause rib injury or fracture. Precautions such as pre-adjustment x-rays are taken for cases considered at risk. Treatment is performed carefully to minimize such risk.
- *Stroke – Stroke is the most serious complication of chiropractic treatment. The most recent studies (Journal of the CAA, Vol. 37 No.2 June, 1993) estimate that the incidence of this type is stroke is 1 in 3 million upper cervical adjustments.
- *Other problems – There are occasional other types of side effects associated with chiropractic care. While these are rare, they should be reported to your doctor immediately.

If during the course of chiropractic examination and/or treatment we encounter non-chiropractic or unusual findings, we will advise you. If you desire advise, diagnosis, or treatment for those findings, we will recommend that you seek the services of a health care provider who specializes in that area.

I have read and fully understand the above statements.

Signature:	Date:
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HISTORY OF PRESENT ILLNESS

	Chief Complaint: Purpose of this appointment:	
	Date symptoms appeared or accident happened:	
	Is this due to: Auto Work Other:	
	Have you ever had the same or a similar condition? Y N If yes, when and describe:	
	Days lost from work:	Date of last physical examination:
	Is this condition interfering with work and/or school? Y N	
	How frequent is the condition? Constant Daily Intermittent Night Only	
	How long does it last? All Day Few Hours Minutes	
	Are there any other conditions or symptoms that may be related to your major symptom? Y N If yes, describe:	
	Are there other unrelated health problems? Y N If yes, describe:	
	Describe the pain: Sharp Dull Numbness Tingling Aching Burning Stabbing Other:	
	Is there anything you can do to relieve the problem? Y N If yes, describe: If no, what have you tried to do that has not helped?	
	What makes the problem worse? Standing Sitting Lying Bending Lifting Twisting Other:	
	Women only: Are you pregnant or is there any possibility you may be pregnant? Y N Uncertain	
Doctor Initials		

SOCIAL HISTORY

Do you drink alcoholic beverages? Y N If so, how much per week?	
Do you use any tobacco products? Y N Do you smoke? Y N If so, packs per day?	
Do you take vitamin supplements? Y N If so, please list:	
Do you consume caffeine? Y N If so, how much per day?	
Do you exercise? Y N If yes, what is the frequency and type of exercise?	
What are your hobbies?	
What percentage of time during the day (at home or at your job away from home) do you spend:	
Lifting:	Sitting:
Bending:	Working at a computer:
	Doctor Initials

FAMILY HISTORY

Father: living deceased current age: Mother: living deceased current age:		
Cause of death and age at if deceased: Cause of death and age at if deceased:		
I am an adopted child and know little of my birth parents of family: Y N		
Do you have any family members who suffer from the same condition you do? Y N		
If so, please list:		
Family Diseases (circle applicable, indicate whether family member is F ather M other S ister B rother		
Tuberculosis	Cancer	Mental Illness
Diabetes	Asthma	Heart Disease
Stroke	Kidney Disease	Lung Disease
Arthritis	Liver Disease	Other:
Remarks:		
	Doctor Initials	

PAST MEDICAL HISTORY

Have you ever been diagnosed as having or have suffered from (Please circle all that apply to you)

Broken or Fractured Bones	Osteoarthritis	Eating Disorder	Ulcers
Circulatory Problems	Epilepsy	Alcoholism	Coughing Blood
Rheumatoid Arthritis	Pace Maker	Drug Addiction	High/Low Blood Pressure
Seizures/Convulsions	Strokes	HIV Positive	Excessive Bleeding
A Congenital Disease	Cancer	Gall Bladder	Ruptures
Depression	Diabetes	Tuberculosis	Asthma
Kidney Disease	Liver Disease	Mental Illness	Heart Disease
Lung Disease			

Do you have a history of stroke or hypertension? Y N

Have you had any major illness, injuries, falls, auto accidents or surgeries? Y N

Women, please include information about childbirth (include dates):

Have you been treated for any health condition by a physician in the last year? Y N

If yes, describe:

What medications are you taking?

Do you have any allergies to any medications, nutritional products or food? Y N

If yes, describe:

Do you have allergies of any kind? Y N If yes, please describe:

Please list any other health problems you have, no matter how insignificant they may be:

	Doctor Initials
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Patient Signature:	Date:
Guardian's Signature Authorizing Care:	Date:

Patient Health Information Consent Form

We want you to know how your Patient Health Information (PHI) is going to be used in this office and your rights concerning those records. Before we will begin any health care operations we must require you to read and sign this consent form stating that you understand and agree with how your records will be used. If you would like to have a more detailed account of our policies and procedures concerning the privacy of your Patient Health Information we encourage you to read the HIPAA NOTICE that is available to you at the front desk before signing this consent.

1. The patient understands and agrees to allow this chiropractic office to use their Patient Health Information (PHI) for the purpose of treatment, payment, healthcare operations, and coordination of care. As an example, the patient agrees to allow this chiropractic office to submit requested PHI to the Health Insurance Company (or companies) provided to us by the patient for the purpose of payment. Be assured that this office will limit the release of all PHI to the minimum needed for what the insurance companies require for payment.
2. The patient has the right to examine and obtain a copy of his or her own health records at any time and request corrections. The patient may request to know what disclosures have been made and submit in writing any further restrictions on the use of their PHI. Our office is not obligated to agree to those restrictions.
3. A patient's written consent need only be obtained one time for all subsequent care given the patient in this office.
4. The patient may provide a written request to revoke consent at any time during care. This would not effect the use of those records for the care given prior to the written request to revoke consent but would apply to any care given after the request has been presented.
5. For your security and right to privacy, all staff has been trained in the area of patient record privacy and a privacy official has been designated to enforce those procedures in our office. We have taken all precautions that are known by this office to assure that your records are not readily available to those who do not need them.
6. Patients have the right to file a formal complaint with our privacy official about any possible violations of these policies and procedures.
7. If the patient refuses to sign this consent for the purpose of treatment, payment and health care operations, the chiropractic doctor has the right to refuse to give care.

I have read and understand how my Patient Health Information will be used and I agree to these policies and procedures.

Signature:	Date:
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total bodywork Policies

By signing below, you are acknowledging that you have read, understand and agree to the total bodywork policies.

- I understand that I will not be adjusted on the first visit and that diagnostic tests may be performed off-site.
- I understand the insurance coverage explained to me is NOT a guarantee of benefits, and I am responsible for any amount that my insurance company does not cover.
- I understand that every patient is required to purchase electrodes for passive therapy at \$5 per set.
- I understand that if I do not have insurance coverage or my insurance does not cover chiropractic or if I choose not to file on my insurance, I am responsible for the time of service discount cash prices which are as follows:
 - Non-pregnant patients: \$196 (includes x-rays of 1 body region)
 - Pregnant patients: \$156
 - Children (approximately 7 & under): \$116
- I understand that I am responsible for all charges incurred at total bodywork including but not limited to supplements, products, services, and the 'no-call - no-show' policy.
- We enforce a 'no-call - no-show' policy, any patient missing an appointment without calling to cancel or reschedule 24 hours prior to the appointment will be charged a \$25 fee.
- I understand that cell phones can be very distracting in a doctor's office, and I agree to turn mine off or set it to silent when I am at total bodywork. I also agree that should I absolutely need to use my phone while in the office, I will go outside of the office to do so.
- I understand that I will be charged a \$30 returned check fee each time a check is return unpaid. I also understand that I will be charged \$30 for any chargeback fees on credit card transactions.
- I understand that payment in full is due at the time services are rendered, unless prior payment arrangements have been made.
- Even though you may be inclined to tip our massage therapist, tipping is not allowed in this medical facility. We thank you for the gesture but the referral of your friends and family is our greatest compliment.
- If you are a Medicaid patient, please be advised that we do not accept Medicaid.. You will be a private pay or cash patient and responsible for all charges incurred at this office.
- I give permission to Dr. Tovar and/or the total bodywork staff to leave messages at any of the phone numbers I have listed via voicemail or whomever answers. I also give permission for any correspondence from total bodywork to be mailed to my home address.
- I understand that if I have not been seen in the office for over 3-months, a re-exam will be performed.
- I have been notified that if a letter of excuse is needed for my work/school, that I should request it at the time of check-in.

Patient Signature:	Date:
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Explanation of Insurance Coverage, Costs, and Out-of-Pocket Expenses

Chiropractic care is considered a specialty field and benefits vary depending on circumstances such as the provider you choose, your group plan, and your individual benefits. It is your responsibility to know your benefits prior to your first visit at total bodywork. It is also your responsibility to know if Dr. Tovar and/or Dr. Garza are in-network with your insurance. Specialty care is different than all other types of medical care coverage and it is your responsibility to verify that you have chiropractic coverage and what your coverage is. Please do not assume your out-of-pocket cost will be the same as it is for other specialty providers, even if a co-pay or co-insurance is listed on your insurance card or if total bodywork staff assumes prior to verifying your benefits directly from your insurance company. We will verify your coverage details during your first visit. When you check out on your first visit, we will give you the total amount due for your first visit based on what your insurance company verifies is your coverage. If you would rather us verify your benefits prior to receiving any services, please feel free to ask us. Be advised that this will increase the time of you first visit. On you second visit, we will explain your expected out-of-pocket expenses for the entire recommended treatment plan after the doctor has reviewed your case history and any diagnostic testing needed. If your treatment plan changes, this will change your out-of-pocket expense. Our office will give you the most accurate information possible based on the information given to us by your insurance company. However, the insurance EOB (Explanation of Benefits) is the final say in your coverage and your responsibility. If you do not have coverage or your coverage has been maxed out you will be responsible to pay the time of service cash price per visit. Time of service cash prices per visit are as follows: \$116-\$196 for the first visit, \$50 for any re-exam, and \$49 per adjustment visit. If your benefits change during the duration of your treatment, you will be subject to the terms of your new coverage.

In addition, if we can not verify benefits on your first visit because of problems with your insurance company, examples: offices closed, their computer is down, etc, you will be responsible to pay the cash price and you will be refunded any amount due on your second visit.

We will file you insurance claims with you insurance company. If your insurance company has not paid within 45 days, we will ask that you call your insurance company to ensure payment is made. If payment is not received in our office in 90 days, you will be responsible for paying the full balance due. If we receive payment from your insurance company, we will refund your money. If your account becomes 90 days past due, we will begin to assess interest fees at the rate of 5% per month for any and all balances.

All of the above insurance coverage, cost and out-of-pocket expenses apply to you should you choose to start filing claims to your insurance, even if you start treatment as a cash/time of service discount patient and later choose to file on your insurance.

Patient Signature:	Date:
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PREGNANCY WAIVER

I hereby acknowledge that Dr. Cindy Tovar and/or Dr. Karina Garza of total bodywork have informed me, prior to being x-rayed, the possible risks and consequences of receiving x-rays during pregnancy. I have stated on my own volition that I was not pregnant at the time and do hereby release and hold harmless from any legal action or responsibility caused by the use of this procedure.

Printed Name of Patient:	Date:
Signature of Patient or Authorized Representative:	
Witness:	Date: