



PERSONAL INJURY PATIENT CHECK LIST

We have prepared this easy to use check off list for your convenience. The first part is information you need to bring into the office in order for us to determine the best way to assist you with your case and to minimize your out of pocket expense. Many times your medical costs will be 100% covered by you or the other party's insurance. Please put N/A next to any of the items on the list that you don't have access to.

The second part of the list is action steps for you to take in order to report and document your case properly.

If you have any questions or concerns don't hesitate to call our office 408.985.1111 for clarification.

Please bring these items to your next visit if you do not have them today:

- Police Report
- Your auto insurance policy.
- Your health insurance card.
- Other party's auto insurance information.

Please take the following action steps before your next visit if you have not already done so:

- Call your auto insurance to report your accident.
- Inform your auto insurance that you have suffered a bodily injury.
- Ask for a claim number for your bodily injury claim.
- Ask if you have Med Pay on your auto insurance policy and if yes, how much. **IF YOU HAVE MED-PAY IT IS YOUR RESPONSIBILITY TO FIND OUT THE AMOUNT IN ADVANCE** \$ _____



Discover Chiropractic

...an extraordinary chiropractic experience

Today's Date: _____

Automobile Accident/Personal Injury Questionnaire

Please answer all questions completely anything that does not apply put N/A

Name: _____ Birth Date: _____ Age: _____ Sex: M F
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Business Phone: _____ Cell #: _____
 E-Mail Address: _____ Social Security Number: _____
 Employer: _____ Occupation: _____ Married Single Widowed Divorced
 Name of Spouse: _____ Spouse's Employer: _____
 Names and Ages of your children: _____

Name and Phone # of Emergency Contact: _____ Relationship: _____

Who referred you to our office? _____

Who is responsible for your bill: Self Med-Pay Third Party Attorney Lien

What is your primary complaint? (Please be SPECIFIC): _____

What is your Vehicle Insurance Company _____ Policy #: _____

Name of your Vehicle Insurance adjustor _____ Phone#: _____

Claim#: _____ Do you have MED-PAY on your policy? _____

Driver of other vehicle (if any) Third Party Insurance Information

Name _____ Insurance Company _____ Policy #: _____

Third Party Insurance: _____ Policy#: _____ Claim# _____

Name of insurance adjustor

_____ Phone#: _____

Any other passengers?(Please list here)

Patient signature: _____

Today's Date: ___/___/___

Please mark all areas that apply and the percentage of the day that you experience the symptom. If something does not apply at this time please mark as N/A.

Head	Neck
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<input type="checkbox"/> Migraine <input type="checkbox"/> Light headed <input type="checkbox"/> Memory loss <input type="checkbox"/> Fainting <input type="checkbox"/> Blurred vision <input type="checkbox"/> Ear Ringing <input type="checkbox"/> Sensitivity to light <input type="checkbox"/> Balance loss <input type="checkbox"/> Hearing loss <input type="checkbox"/> Double vision No Pain <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme Pain % of day <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-100	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;"></th> <th style="width: 33%;">Right</th> <th style="width: 33%;">Left</th> <th style="width: 33%;">Both</th> </tr> <tr> <td>Pain:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Stiffness:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Muscle spasm:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> No Pain <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme Pain % of day <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-100		Right	Left	Both	Pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stiffness:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muscle spasm:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Right	Left	Both														
Pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Stiffness:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Muscle spasm:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

SHOULDERS	MIDBACK
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Pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																														
Muscle spasm:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																														

CHEST	LOW BACK
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<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;"></th> <th style="width: 33%;">Right</th> <th style="width: 33%;">Left</th> <th style="width: 33%;">Both</th> </tr> <tr> <td>Pain around ribs:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Deep chest pain:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> No Pain <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme Pain % of day <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-100		Right	Left	Both	Pain around ribs:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deep chest pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;"></th> <th style="width: 33%;">Right</th> <th style="width: 33%;">Left</th> <th style="width: 33%;">Both</th> </tr> <tr> <td>Upper low back pain:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lower low back pain:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sacroiliac pain:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Muscle spasm:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> N No Pain <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Extreme Pain % of day <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-75 <input type="checkbox"/> 76-100		Right	Left	Both	Upper low back pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lower low back pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sacroiliac pain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muscle spasm:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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ARM	FEET
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HAND	HIPS & LEGS
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Knee pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																										

Patient Name: _____

Date: _____

Over the past week:

- On average, how would you rate your pain?
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function
- How much have you been able to control (reduce/help) your back pain on your own?
completely control it 1 2 3 4 5 6 7 8 9 10 no control whatsoever
- How anxious (tense, uptight, irritable, difficulty in concentrating/relaxing) have you been feeling?
not at all anxious 1 2 3 4 5 6 7 8 9 10 extremely anxious
- How depressed (down-in-the-dumps, sad, in low spirits, pessimistic, unhappy) have you been feeling?
not at all depressed 1 2 3 4 5 6 7 8 9 10 extremely depressed
- How have you felt your work (both inside and outside the home) has affected (or would affect) your back pain?
have made it no worse 1 2 3 4 5 6 7 8 9 10 have made it much worse

Over the past week, how much has your pain interfered with your ability to:

- Interact with your family? (i.e. at-home responsibilities such as yard work, chores at home or driving the kids to school)
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function
- Perform your normal recreational activities? (i.e. hobbies, sports or other leisure activities)
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function
- Participate in your normal social activities? (i.e. parties, theater, concerts, dining –out and attending other social functions)
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function
- Perform your normal activities of employment? (i.e. volunteer work and homemaking tasks)
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function
- Perform your normal activities of daily living? (i.e. taking a shower, driving or getting dressed)
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function
- Perform your normal daily activities? (housework, washing, dressing, walking, climbing stairs, getting in/out of bed/chair)?
no interference 1 2 3 4 5 6 7 8 9 10 unable to carry out activity
- Participate in normal life support activities? (i.e. eating and sleeping)
completely able to function 1 2 3 4 5 6 7 8 9 10 totally unable to function

ACTIVITIES:

EFFECT:

Carry Children/Groceries	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sit to Stand	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Climb Stairs	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Extended Computer Use	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Lift Children/Groceries	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Read/Concentrate	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Getting Dressed	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sexual Activities	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sleep	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Static Sitting	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Static Standing	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Yard work	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Walking	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform

Washing/Bathing	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Garbage	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Driving	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform

Accident Report

Date of accident ___/___/___ Time of accident: _____

Visibility at the time of the accident: Poor Fair Good

Where did the accident occur? _____

Road conditions at the time of accident : Icy Rainy Wet Clear Other _____

Position in the Car? Driver Front passenger Rear passenger Right Left

Other passengers? Yes No How many? _____

Vehicle year Make _____ Model _____ Year _____

Type of accident: Head-on collision Rear-end Broad-side Front impact Rear-ended car in front

What was your vehicle's estimated property damage? _____

How fast was your vehicle traveling (estimate) _____ How fast was the other vehicle traveling (estimate) _____

Were you pre-warned that the accident was about to happen? Yes No

Did you brace yourself for impact? Yes No

Were seatbelts and shoulder harnesses worn? Yes No

Where were your hands upon impact? Both on steering wheel One hand on steering wheel

If there were airbags, did any inflate and from which direction? Side Front

Did you receive any injury or bruises from the seatbelt? Yes No

Does your car have headrests? Yes No

Head position at the time of impact: Left Right Looking straight ahead

As a result of the accident were you: Rendered unconscious Circumstances vague Dazed Shaken up but could function

Other: _____

Since the accident have you had any: Disoriented /Confusion Dizzy Light-headed Blurred vision Ring/Buzzing in ears

Other: _____

Was a police report made? Yes No

Were you able to get out of the car and walk unaided? Yes No

After the accident, was the car drivable? Yes No

Were you examined by paramedics? Yes No

Were you taken to a hospital? Yes No If Yes, what hospital? _____

Was Treatment Rendered? Yes No If so, what treatment? _____

Were x-rays taken? Yes No What parts of the body were x-rays taken of? _____

Were any fractures reported to you? Yes No

Were you given any medications? Yes No If Yes, what medications? _____

Did you have any immediate symptoms after the accident? Yes No If Yes Describe _____

Anything else you would like to share? _____

Please Print Full Legal Name: _____ Date: _____

ASSIGNMENT OF BENEFITS, ASSIGNMENT OF RIGHTS TO PURSUE PERSONAL INJURY, WORK COMP, ERISA, AND OTHER LEGAL AND ADMINISTRATIVE CLAIMS ASSOCIATED WITH MY HEALTH INSURANCE AND /OR HEALTH BENEFIT PLAN (INCLUDING BREACH OF FIDUCIARY DUTY) AND DESIGNATION OF AUTHORIZED REPRESENTATIVE

Provider Name: Dr. Thomas J. Osborne
Clinic: Discover Chiropractic
Address: 1305 C No. Bascom Ave. ~ San Jose, CA 95128

I hereby assign and convey directly to the above-named health care provider, as my designated authorized representative, any and all medical benefits and/or any insurance reimbursement, if any, otherwise payable to me for services, treatments, therapies, and/or medications rendered or provided by the above-named health care provider, regardless of its managed care network participation status. I understand that I am financially responsible for all charges regardless of any applicable insurance or benefit payments. I hereby authorize the above-named health care provider to release all medical information necessary to process my claims. Further, I hereby authorize my plan administrator fiduciary, insurer, and/or attorney to release to the above-named health care provider any and all Plan documents, summary benefit description, insurance policy, and/or settlement information upon written request from the above-named health care provider or its attorneys in order to claim such medical benefits.

In addition to the assignment of all medical benefits and/or insurance reimbursement above, I also assign and/or convey to the above named health care provider any legal or administrative claim or chose an action arising under any group health plan, employee benefits plan, health insurance or tort feasor insurance concerning medical expenses incurred as a result of the medical services, treatments, therapies, and/or medications I receive from the above-named health care provider (including any right to pursue those legal or administrative claims or chose an action). This constitutes an express and knowing assignment of ERISA breach or fiduciary duty claims and other legal and/or administrative claims.

I intend by this assignment and designation of authorized representative to convey to the above-named provider all of my rights to claim (or place a lien on) the medical benefits related to the services, treatments, therapies, and/or mediations provided by the above-named health care provider, including rights to any settlement, insurance or applicable legal or administrative remedies (including damages arising from ERISA breach of fiduciary duty claims). The assignee and/or designated representative (above-named provider) is given the right by me to (1) obtain information regarding the claim to the same extent as me; (2) submit evidence; (3) make statements about facts or law; (4) make any request including providing or receiving notice of appeal proceedings; (5) participate in any administrative and judicial actions and pursue claims or chose in action or right against any liable party, insurance company, employee benefit plan, health care benefit plan, or plan administrator. The above-named provider as my assignee and my designated authorized representative may bring suit against any such health care benefit plan, employee benefit plan, plan administrator or insurance company in my name with derivative standing at provider's expense.

Unless revoked, this assignment is valid for all administrative and judicial reviews under PPACA (health care reform legislation), ERISA, Medicare and applicable federal and state laws. A photocopy of this assignment is to be considered valid, the same as if it was the original.

I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT.

Patient Signature

Date

Please Print Full Legal Name: _____ Date: _____

MEDICAL LIEN

Patient: _____

Claim Nr: _____

Date of Injury: _____

I hereby authorize and direct _____, my attorney, to pay to Dr. Thomas J. Osborne, D.C., D.A.A.S.P. such sums as may be due and owing him/her for medical/chiropractic services rendered me by reason of the accident and to withhold such sums from any settlement, judgment or verdict as may be necessary to adequately protect and fully compensate said doctor. And I hereby further request that payment be made directly to said doctor which would otherwise be paid to myself, as the result of the treatment charges injured for the injuries in connection therewith. This is a direct assignment of my rights and benefits under this claim.

I fully understand that I am directly and fully responsible to said doctor for all medical bills submitted by him/her for services rendered me and that this agreement is made solely for said doctor's protection and in consideration of his/her awaiting payment. And I further understand that such payments are not contingent on any settlement, judgment or verdict which I may eventually recover.

Please acknowledge your agreement to this request by signing below and returning to the doctor's office below. I have been advised that if you do not wish to cooperate in protecting the doctor's interest, the doctor will not await payment, but may declare the entire balance due and payable by me.

Date

Patient's Signature

The undersigned attorney does hereby agree to observe all the terms of the above and agrees to withhold such sums from any settlement, judgment or verdict, as may be necessary to adequately protect and fully compensate said doctor above and below named and make payment payable directly to said doctor.

Date

Attorney's Signature

Please Print Full Legal Name: _____ Date: _____

**Medical Information Release Form
(HIPAA Release Form)**

Name: _____ Date of Birth: _____

Release of Information:

I authorize the release of information including the diagnosis, records; examination rendered to me and claims information. This information may be released to:

Spouse _____

Child(ren) _____

Automobile Insurance to be billed _____

Information is not to be released to anyone.

This **Release of Information** will remain in effect until terminated by me in writing.

Messages:

Please call my home my work my mobile number: _____

If unable to reach me:

you may leave a detailed message

please leave a message asking me to return your call

The best time to reach me is (*day*) _____ between (*time*) _____

Signed: _____ Date: _____

Witness: _____ Date: _____


Please Print Full Legal Name: _____ Date: _____

Informed Consent

REGARDING: Chiropractic Adjustments, Modalities, and Therapeutic Procedures:

I have been advised that chiropractic care, like all forms of health care, holds certain risks. While the risks are most often very minimal, in rare cases, complications such as sprain/strain injuries, irritation of a disc condition, and although rare, minor fractures, and possible stroke, which occurs at a rate between one instance per one million to one per two million, have been associated with chiropractic adjustments.

Treatment objectives as well as the risks associated with chiropractic adjustments and, all other procedures provided at [Discover Chiropractic](#) have been explained to me to my satisfaction and I have conveyed my understanding of both to the doctor. After careful consideration, I do hereby consent to treatment by any means, method, and or techniques, the doctor deems necessary to treat my condition at any time throughout the entire clinical course of my care.

_____/_____/_____  *Witness Initials*
Patient or Authorized Person's Signature Date


REGARDING: X-rays/Imaging Studies

FEMALES ONLY → *please read carefully and check the boxes, include the appropriate date, then sign below if you understand and have no further questions, otherwise see our receptionist for further explanation.*

The first day of my last menstrual cycle was on ____ - ____ - ____ (Date)

I have been provided a full explanation of when I am most likely to become pregnant, and to the best of my knowledge, I am not pregnant.

By my signature below I am acknowledging that the doctor and or a member of the staff has discussed with me the hazardous effects of ionization to an unborn child, and I have conveyed my understanding of the risks associated with exposure to x-rays. After careful consideration I therefore, do hereby consent to have the diagnostic x-ray examination the doctor has deemed necessary in my case.

_____/_____/_____  *Witness Initials*
Patient or Authorized Person's Signature Date

Please Print Full Legal Name: _____ Date: _____

DISCOVER CHIROPRACTIC NOTICE OF PRIVACY PRACTICE

This office is required to notify you in writing, that by law, we must maintain the privacy and confidentiality of your **Personal Health Information**. In addition we must provide you with written notice concerning your rights to gain access to your health information, and the potential circumstances under which, by law, or as **dictated by our office policy**, we are permitted to disclose information about you to a third party without your authorization. Below is a brief summary of these circumstances. If you would like a more detailed explanation, one will be provided to you. In addition, you will find we have placed several copies in report folders labeled **'HIPAA'** on tables in the reception. Once you have read this notice, please sign the last page, and return only the signature page (page 2) to our front desk receptionist. Keep this page for your records.

PERMITTED DISCLOSURES:

1. Treatment purposes - discussion with other health care providers involved in your care.
2. Inadvertent disclosures - open treating area mean open discussion. If you need to speak privately to the doctor, please let our staff know so we can place you in a private consultation room.
3. For payment purposes - to obtain payment from your insurance company or any other collateral source.
4. For workers compensation purposes - to process a claim or aid in investigation.
5. Emergency - in the event of a medical emergency we may notify a family member.
6. For Public health and safety - in order to prevent or lessen a serious or eminent threat to the health or safety of a person or general public.
7. To Government agencies or Law enforcement - to identify or locate a suspect, fugitive, material witness or missing person.
8. For military, national security, prisoner and government benefits purposes.
9. Deceased persons - discussion with coroners and medical examiners in the event of a patient's death.
10. Telephone calls or emails and appointment reminders - **we may call your home and leave messages** regarding a missed appointment or apprise you of changes in practice hours or upcoming events.
11. Change of ownership- in the event this practice is sold, the new owners would have access to your PHI.

YOUR RIGHTS:

1. To receive an accounting of disclosures.
2. To receive a paper copy of the comprehensive "Detail" Privacy Notice.
3. To request mailings to an address different than residence.
4. To request Restrictions on certain uses and disclosures and with whom we release information to, although we are not required to comply. If, however, we agree, the restriction will be in place until written notice of your intent to remove the restriction.
5. To inspect your records and receive one copy of your records at no charge, with notice in advance.
6. To request amendments to information. However, like restrictions, we are not required to agree to them.
7. To obtain **one copy** of your records at no charge, when timely notice is provided (72 hours). **X-rays** are original records and you are therefore not entitled to them. If you would like us to outsource them to an imaging center, to have copies made, we will be happy to accommodate you. However, you will be responsible for this cost.

COMPLAINTS:

If you wish to make a formal complaint about how we handle your health information, please call Susan Field at (408) 985-1111. If she is unavailable, you may make an appointment with our receptionist to see her within 72 hours or 3 working days. If you are still not satisfied with the manner in which this office handles your complaint, you can submit a formal complaint to:

DHHS, Office of Civil Rights
200 Independence Ave. SW
Room 509F HHH Building
Washington DC 20201

Please Print Full Legal Name: _____ Date: _____

Patient initials: _____ -retaining page 1 of 2

DISCOVER CHIROPRACTIC NOTICE REGARDING YOUR RIGHT TO PRIVACY continued...

I have received a copy of Discover Chiropractic Patient Privacy Notice. I understand my rights as well as the practice’s duty to protect my health information, and have conveyed my understanding of these rights and duties to the doctor. I further understand that this office reserves the right to amend this “Notice of Privacy Practice” at a time in the future and will make the new provisions effective for all information that it maintains past and present.

I am aware that a more comprehensive version of this “Notice” is available to me and several copies kept in the reception area. At this time, I do not have any questions regarding my rights or any of the information I have received.

Patient’s Name

DOB

HR#

Patient’s Signature

Date

Witness

Date