

RUGANI FAMILY CHIROPRACTIC, P.C.
1733 ROUTE 9 CLIFTON PARK, NY 12065
TEL: (518) 348-6366

YOUR CARE PLAN GUIDELINES & OFFICE POLICIES

Welcome to our office and thank you for choosing Rugani Family Chiropractic! The following is a summary of our office policies, fees, and guidelines for your care. I strive to help you achieve the best results in the shortest amount of time. It is my experience that patients who adhere to these care guidelines achieve the best results. As this is a cooperative process, I stress the importance of taking responsibility for your health and lifestyle choices. You have the right to terminate your care at any time, however I strongly encourage you to discuss this decision with me. It has been my experience that the termination of care in any therapeutic program is a very important step. I will discuss your status and progress with you on an on-going basis. I may on occasion call you at home to see how you are doing. I hope that you feel free to discuss your needs and concerns with me as they arise. - Dr. Silvio T. Rugani, D.C.

APPOINTMENTS

- The Doctor will prescribe a specific course of treatment for you. A designated number of treatments over a set period of time are required to get the best results. Therefore, please make up missed appointments as soon as possible to ensure your continuity of care. (Please read our policy below about cancellation.)
- For convenience, please bring your appointment book with you.
- Please wear comfortable clothing. We ask that you **avoid the use of perfumes, colognes and other strong fragrances** as these may trigger allergic reactions or migraines in others.

OFFICE HOURS

<p>Monday: 8:30 a.m. – 1:00 p.m.; 3:00 – 6:00 p.m. Tuesday: 12:00 – 6:00 p.m. Wednesday: 8:30 a.m. – 1:00 p.m.; 3:00 – 6:00 p.m. Thursday: Closed Friday: 8:30 a.m. – 1:00 p.m.; 3:00 – 6:00 p.m.</p>
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FEES & PAYMENT OF BILLS

We expect you to honor the financial arrangements that you make with our office. If you find that you cannot fulfill your agreement, please advise us immediately so that new arrangements can be made. If the arrangement is terminated or suspended, a balance will be due reflecting the fee for services previously rendered.

- **Payments:** Payment is expected at time of service unless prior financial arrangements have been made. Payment in the form of cash, check, or credit card is accepted.
- **Usual and Customary office fees:** First visit for consultation, history and examination is \$75. Subsequent visits thereafter \$40.
- **Holidays, Weekends or House Calls:** There will be a \$50 charge for all services rendered on holidays or house calls.
- **Co-payments and Deductibles:** Patients are financially responsible for insurance co-payments, co-insurances, deductibles and non-covered services. The amount of your patient responsibility is determined by your insurance plan.
- **Returned Checks:** Returned checks will have a \$25 service charge.
- **Late Cancellation Fee:** We recognize that situations arise that require canceling appointments at the last minute. As a courtesy to our office and to other patients who may need your slot, we request that you provide at least 24 hours' notice if you need to change your appointment. Cancellation notification may be left on our answering machine. You may incur a \$25 charge for appointments that were not cancelled or rescheduled at least 24 hours in advance.

I, _____ HAVE READ AND FULLY UNDERSTAND THE ABOVE INFORMATION.
(PRINT NAME)

PATIENT SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE: _____ DATE: _____

PATIENT INFORMATION

*Patient Name _____ Age _____ Patient SS # _____

*Address _____
Street City State Zip

*Phone # (home) _____ (cell) _____ **Please circle which is the best number to reach you at.**

*Sex: M F *Date of Birth ____/____/____ Marital Status: Single Married Widowed Separated Divorced

Occupation _____ Employer _____

Employer Address _____ Employer Phone _____

Do you wish to receive occasional news from our office by email? Yes No If Yes, please provide email address below.

Email Address: _____ How did you hear about us? _____

Would you like to receive appointment reminders via email? Yes No

MAJOR MEDICAL INSURANCE

Insured's Name if other than yourself _____ Date of Birth ____/____/____

Insured's Employer _____ SS # _____

WE WILL MAKE A COPY OF YOUR INSURANCE CARDS Relationship to Patient: Self Spouse Child Other

***Is Patient covered by additional insurance?** Yes No **If Yes:**

Insured's Name if other than yourself _____ Date of Birth ____/____/____

Insured's Employer _____ SS # _____

Relationship to Patient: Self Spouse Child Other

ACCIDENT INFORMATION

*Is Condition due to an accident: Yes No Date _____ Type of accident: Auto Work Home Other

To whom did you report your accident? Auto Insurance Co. Employer Other Name of person contacted: _____

Attorney Name (if applicable) _____ Attorney Phone: _____

PLEASE COMPLETE THE APPROPRIATE BOX BELOW IF YOU WOULD LIKE US TO FILE AN ACCIDENT RELATED CLAIM

NO FAULT INSURANCE

Insurance Co. _____

Address _____

Phone # _____ Ext _____

Adjustor _____

Claim# _____ Policy# _____

Insured's Name _____

Relationship To Patient Self Spouse Child Other

WORKERS' COMPENSATION INSURANCE

Insurance Co. _____

Address _____

Phone # _____ Ext _____

Adjustor _____

Claim # _____

Employer at time of Accident _____

Employer's Address _____

PATIENT CONDITION

Reason for your visit? _____ Where is the pain located? _____

When did your symptoms begin? _____ What do you think was the cause? _____

How often do you have this pain? _____ Is it constant or does it come and go? _____

Does the pain interfere with your Work Sleep Daily Routine Hobby/Recreation

Have you ever received Chiropractic care? Yes No

Does anyone in your family have a history of spinal conditions or problems similar to your complaint today? Please list here:

ABOUT YOUR HEALTH

The human body is designed to be healthy. Throughout life, events occur which damage your health expression. This case history will help to uncover the layers of damage, especially to your nervous system, that resulted in poor health. Following your exam, your Chiropractor will outline a course of care to begin to correct these layers of damage and recover your innate health potential.

Yes	No	Patient Comment if answer is Yes	Chiropractor Comments
<input type="checkbox"/>	<input type="checkbox"/>	Did you have a difficult birth?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you ever fall out of bed?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Childhood Sicknesses?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Chair pulled out when sat down?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you ever fall down stairs?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you play sports?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you ever have a car accident?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you ever slip and fall?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Surgeries?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Physical Stress?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Mental Stress?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Occupational Stress?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Did you have any other traumas?	_____
<input type="checkbox"/>	<input type="checkbox"/>	Sleeping posture	_____
<input type="checkbox"/>	<input type="checkbox"/>	Do you Smoke?	_____
		<input type="checkbox"/> Side <input type="checkbox"/> Stomach <input type="checkbox"/> Back	_____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

HEALTH HISTORY

Who is your Primary Care Physician? _____ Are you being seen by other specialists? _____

(Female Only) Who is your OB/GYN Physician? _____ What treatment have you already received for your condition?

Medications (list) _____

Surgery (date) _____ Physical Therapy Chiropractic Care (who) _____ Other _____ None

Date of Last : Physical Exam _____ Spinal X-ray _____ MRI, CT, Scan _____

PLEASE CIRCLE IF YOU HAVE HAD ANY HISTORY OF THESE CONDITIONS

AIDS/HIV Alcoholism Allergies Anemia Arthritis Goiter Asthma Bleeding Disorder Breast Lump Cancer Chemical Dependency Depression	Diabetes Emphysema Epilepsy Fatigue Fractures Gout Headaches Hepatitis Hernia Herniated Disc High Cholesterol Neck Pain	Kidney Disease Liver Disease Migraine Multiple Sclerosis Numbness in Fingers Numbness in Toes Osteoporosis Pacemaker Parkinson's Pins and Needles in arms Pins and Needles in legs Back pain	Psychiatric Care Pneumonia Prostrate Rheumatoid Arthritis Stroke Thyroid Problems Tumor/Growth Ulcer's Other _____ _____ _____
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INFORMED CONSENT TO CHIROPRACTIC CARE

DR. SILVIO T. RUGANI
Rugani Family Chiropractic
1733 Route 9
Clifton Park, NY 12065
Telephone: (518) 348-6366

Patient: Please discuss any questions or concerns with the Doctor before signing this consent.

I hereby request and consent to the performance of chiropractic adjustments and other chiropractic procedures, including various modes of physical therapy and diagnostic x-rays, on me (or on the patient named below, for whom I am legally responsible) by the doctor of chiropractic named above.

I have had the opportunity to discuss with the doctor and/or the other office or clinic personnel the purpose and benefits of the chiropractic adjustments and other treatments outlined below. Alternatives to treatment have been reviewed.

Though chiropractic adjustments and treatments are usually beneficial and seldom cause any problem, I understand and am informed that there are some risks to treatment. Risks include, but are not limited to, fractures, disc injuries, strokes, dislocations and sprains.

I understand that chiropractic is not an exact science and that, therefore, reputable practitioners cannot fully guarantee results. I acknowledge that no guarantee or assurance has been made by anyone regarding the chiropractic treatment that I have requested and authorized. I have had the opportunity to read this form and ask questions. My questions have been answered to my satisfaction. I consent to the proposed treatment for my present condition and for any future condition(s) for which I seek treatment.

PATIENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____
(If patient is a minor)

DOCTOR'S SIGNATURE: _____ **DATE:** _____

Rugani Family Chiropractic
NOTICE OF PRIVACY PRACTICES

**THIS NOTICE IS A SUMMARY OF HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED
AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

1. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office who are involved in your care and treatment for the purpose of providing health care services to you. Your protected health information may also be used and disclosed to pay your health care bills and to support the operation of your physician's practice.

Following are examples of the types of uses and disclosures of your protected health information that your physician's office is permitted to make. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office.

2. YOUR RIGHTS

Following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

- You have the right to inspect and copy your protected health information.
- You have the right to request a restriction of your protected health information.
- You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You may have the right to have your physician amend your protected health information.
- You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information.
- You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice electronically.

3. COMPLAINTS

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying Dr. Silvio Rugani of your complaint. We will not retaliate against you for filing a complaint. You may contact our Privacy Officer, Dr. Silvio Rugani at (518) 348-6366 or email him at DrRugani@RuganiChiropractic.com for further information about the complaint process.

3. WRITTEN ACKNOWLEDGMENT

I acknowledge that I have reviewed the NOTICE OF PRIVACY PRACTICES which provides me with a summary of my privacy rights.

Signature of Patient or Legal Representative

Signature of Witness

Date

Date

RUGANI FAMILY CHIROPRACTIC, P.C.

1733 Route 9, Clifton Park NY 12065

YOUR SIGNATURE IS NECESSARY FOR US TO PROCESS ANY INSURANCE CLAIMS AND TO ENSURE PAYMENT OF SERVICES RENDERED.

The Non-Medicare Patient

I hereby assign to Rugani Family Chiropractic, P.C. any and all benefits from any insurance plans or any other protection maintained by the Patient and/or for the Patient's behalf or benefit and authorize and direct such benefits to be paid directly to Rugani Family Chiropractic, P.C. for services provided to the Patient by Rugani Family Chiropractic, P.C.. I certify that the information given by me to Rugani Family Chiropractic, P.C. in applying for payment under Medicare, insurance plans, or other protection is correct and complete. I authorize release of all records required to act on this release and assignment. This assignment will remain in effect until revoked by me in writing. A photocopy of this assignment is to be considered as valid as the original.

The Medicare Patient

I request that payment of authorized Medicare benefits be made to me or on my behalf to Rugani Family Chiropractic, P.C. for any services furnished me by that provider. I authorize any holder of medical information about me to release to the Health Care Financing Administration and its agents any information needed to determine benefits or the benefits payable for related services. I certify that the information given by me to Rugani Family Chiropractic, P.C. in applying for payment under the Medicare program is correct and complete. This assignment will remain in effect until revoked by me in writing. A photocopy of this assignment is to be considered as valid as the original.

All Patients

I agree to be financially responsible for all charges. I have read this information and understand it.

Patient: _____

Signature: _____

Date: _____