THE BACK ALLEY
CHIROPRACTIC & MASSAGE

MEDICARE PATIENT NEW/RE-EXAM INTAKE

Please take the time to complete these forms to the best of your ability. If you have any questions, we will be glad to help you.

First Name _____ **Middle** Initial _____ **Last** Name _____

Gender: ☐ Male ☐ Female Do you prefer to go by a **nickname**? ☐ No ☐ Yes _____

Home Address _____

City _____ State _____ Zip Code _____

Billing Address (*if different*) _____

City _____ State _____ Zip Code _____

Email Address* _____

*Providing an email is explicit consent and agree to receive communication and marketing emails (see our HIPAA notice for more details)

Cell Phone _____ Would you like to receive text reminders? ☐ Yes ☐ No

Home Phone _____ **Work** Phone _____

Emergency Contact Name _____ Phone # _____

Primary Care Physician _____ Phone # _____

Date of Birth ____ / ____ / ____ Social Security Number ____ - ____ - ____

Employment Status: ☐ Employed _____ ☐ Retired ☐ Not Employed ☐ Student
(employer name)

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

How did you find our office? ☐ Drive-by ☐ Employer ☐ Facebook ☐ Google ☐ Insurance ☐ Nextdoor ☐ Website ☐ Yelp

☐ Doctor _____ ☐ Friend/Family _____ ☐ Other _____

COVERAGE INFORMATION

Complete below, providing your Medicare and additional coverage, if any, in full. Present your insurance card(s) and ID to reception.

Medicare Beneficiary Identifier (MBI #) _____

Supplement Policy _____ ID # _____ Plan (circle one) A B C F G K L N

OR ***Secondary*** Insurance _____ ID # _____ Insured: ☐ Self ☐ Spouse

Insured: Full Name _____ Phone # _____ Date of Birth ____/____/____

Social Security Number ____ - ____ - ____ Employer _____

Tertiary Insurance _____ ID # _____ Insured: ☐Self ☐Spouse ☐Parent ☐Other

Insured: Full Name _____ Phone # _____ Date of Birth ____/____/____

Social Security Number ____ - ____ - ____ Employer _____

To the best of my ability, the information I have supplied is complete and truthful. I grant permission to be called or emailed to confirm or reschedule an appointment and to be sent occasional cards, letters, or emails as an extension of my care in this office.

Patient Signature _____ Date _____

INSURANCE POLICY & PROCEDURES

- The Back Alley Chiropractic fully complies with all our insurance contracts. It is not our custom to balance bill amounts not allowed by your insurance policy. It is your responsibility to update us with your current insurance information. **If you fail to notify us of a change in carrier, termination of coverage, and/or exceeded benefits, you will be 100% responsible for payment per your insurance policy's allowable amount.**
- The Back Alley Chiropractic strives to contract with all local insurance plans. In special cases this may not be possible. Out-of-network coverage often requires a referral or pre-authorization by a Primary Care Physician (PCP). **It is your responsibility to know if a referral or pre-authorization is required to see specialists.** If a referral is required, it is up to you to arrange the submission per your insurance carrier by your PCP. If a referral is not received, you will be 100% responsible for payment.
- The Back Alley Chiropractic does its best to verify and interpret your benefits and eligibility with regard to chiropractic and therapeutic procedures. Occasionally we are given incorrect information and can make mistakes. You are responsible for balances owed if your Explanation of Benefits (EOB) shows a different amount owed from your verification. **Any questions about balances owed should be directed to your insurance carrier's member services.**
- According to your insurance carrier, you are responsible for co-pays, deductibles and/or co-insurances. **Co-pays, deductibles and/or co-insurances are fees that cannot be waived or discounted.** You will be responsible for your portion of the bill, which is due at the time of service, unless other arrangements have been requested in advance.
- If your insurance carrier is to be billed prior to payment collection, once we receive an EOB from your insurance carrier an itemized bill will be sent to you with any balance owed per your insurance plan.
- Any insurance you may have is an agreement between you and your insurance carrier and you are financially responsible for the payment of any services rendered.
- According to your insurance carrier, verification of your benefits is not a guarantee of payment and final determination will be made for payment of services ***after*** a claim is received. The Back Alley is committed to providing the best treatment for our patients. Our professional fees are usual and customary per local state and federal rate tables.

  - I authorize the release of any medical or other information necessary to process my claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.
  - I authorize payment of medical benefits to The Back Alley Chiropractic and its physicians or supplier for services received.

To the best of my ability, the information I have supplied is complete and truthful. At any time, I may request a copy of the Privacy Policy and understand it describes how my personal health information is protected and may be released. I grant permission to be called or emailed to confirm or reschedule an appointment and to be sent occasional cards, letters, or emails as an extension of my care in this office.

Print Patient Name _____

Patient Signature _____ Date _____

ACKNOWLEDGEMENT OF HIPAA PRIVACY NOTICE

You may request a copy of our HIPAA Privacy Notice to take home with you by requesting from any member of our staff.

I, _____, have received a copy of this office's Notice of Privacy Practices. I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among health care providers who may be directly and indirectly involved in providing my treatment
- Obtain payment from third party payers
- Conduct normal health care operations such as quality assessments and accreditation

Patient Signature _____ Date _____

HISTORY OF PRESENT ILLNESS – CHIEF COMPLAINTS

List and describe your ***chief complaint(s)*** *and answer all questions following. If you need more space, please ask for an additional page.*

1)_____ How long ago? #____ Days #____ Weeks #_____ Months #____ Years

How did this begin? ☐ job related injury ☐ auto accident ☐ illness ☐ injury ☐ unknown ☐ gradual onset ☐ sudden onset

This occurs? ☐ seldom ☐ repeatedly ☐ frequently ☐ constant Severity: 0 1 2 3 4 5 6 7 8 9 10

How often? ☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100% ☐ in the afternoon ☐ in the evening Intensity: ☐ light ☐ extreme

Condition is: ***Aggravated*** by_____ ***Improved*** by_____

2)_____ How long ago? #____ Days #____ Weeks #_____ Months #____ Years

How did this begin? ☐ job related injury ☐ auto accident ☐ illness ☐ injury ☐ unknown ☐ gradual onset ☐ sudden onset

This occurs? ☐ seldom ☐ repeatedly ☐ frequently ☐ constant Severity: 0 1 2 3 4 5 6 7 8 9 10

How often? ☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100% ☐ in the afternoon ☐ in the evening Intensity: ☐ light ☐ extreme

Condition is: ***Aggravated*** by_____ ***Improved*** by_____

3)_____ How long ago? #____ Days #____ Weeks #_____ Months #____ Years

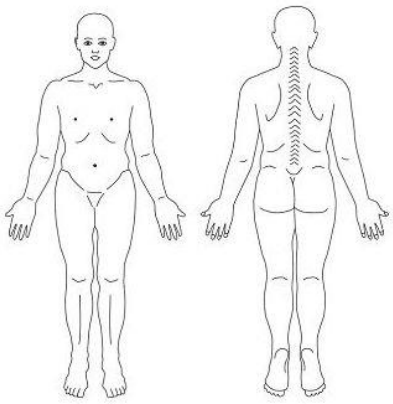
How did this begin? ☐ job related injury ☐ auto accident ☐ illness ☐ injury ☐ unknown ☐ gradual onset ☐ sudden onset

This occurs? ☐ seldom ☐ repeatedly ☐ frequently ☐ constant Severity: 0 1 2 3 4 5 6 7 8 9 10

How often? ☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100% ☐ in the afternoon ☐ in the evening Intensity: ☐ light ☐ extreme

Condition is: ***Aggravated*** by_____ ***Improved*** by_____

Use the abbreviations to indicate your symptoms on the illustration on the appropriate body side. If both sides, **circle** the abbreviation.



BU = Burning **DP** = Dull Pain **H** = Heavy

HA = Headaches **NU** = Numb **S** = Sore

SP = Sharp Pain **SH** = Shooting Pain **SS** = Spasm

ST = Stiff **TH** = Throbbing **TI** = Tingling

O = Other _____

Height _____ft _____ in Weight _____ lb _____ oz

SOCIAL HISTORY

Smoking Use: ☐ Never ☐ Former ☐ Current If current smoker, how much daily? _____

Alcohol use: ☐ Never ☐ Daily ☐ Weekends ☐ Occasional

Recreational Drug use: ☐ Never ☐ Daily ☐ Weekends ☐ Occasional

Print Patient Name _____

Patient Signature _____ Date _____

PATIENT HISTORY

Check any conditions you have suffered from:

☐ Alcoholism	☐ Allergies	☐ Anemia	☐ Anxiety	☐ Arm Pain
☐ Arrhythmia	☐ Arteriosclerosis	☐ Arthritis	☐ Asthma	☐ Back Pain
☐ Bronchitis	☐ Bruise Easily	☐ Cancer	☐ Cold Extremities	☐ Depression
☐ Diabetes	☐ Digestion Problems	☐ Dizziness	☐ Ears Ringing	☐ Emphysema
☐ Epilepsy	☐ Fainting	☐ Fatigue	☐ Fibromyalgia	☐ Foot Pain
☐ Gout	☐ Headaches	☐ Heart Attack	☐ Heart Disease	☐ High Blood Pressure
☐ Hip Pain	☐ HIV Positive	☐ Insomnia	☐ Kidney Infection	☐ Kidney Stones
☐ Knee Pain	☐ Leg Pain	☐ Loss of Balance	☐ Loss of Memory	☐ Loss of Smell
☐ Low Back Pain	☐ Migraines	☐ Neck Pain	☐ Nosebleeds	☐ Osteoarthritis
☐ Osteopenia	☐ Osteoporosis	☐ Polio	☐ Poor Circulation	☐ Poor Posture
☐ Rheumatoid Arthritis	☐ Sciatica	☐ Shoulder Pain	☐ Sinus Infection	☐ Spinal Curvature
☐ Stroke	☐ Swollen Joints	☐ Thyroid Condition	☐ TMJ	☐ Tuberculosis
☐ Tumor	☐ Ulcers	☐ Upper Back Pain	☐ Varicose Viens	☐ Other

Additional Comments regarding Patient History: _____

_____

_____

MEDICAL HISTORY

Check any trauma, injury, procedure, surgery you have experienced:

☐ Appendectomy	☐ Back Surgery	☐ Broken Bone	☐ Car Accident	☐ Chemotherapy
☐ Cosmetic Surgery	☐ Dislocation	☐ Fracture	☐ Gastric Bypass	☐ Heart Bypass
☐ Hysterectomy	☐ Joint Replacement	☐ Knocked Unconscious	☐ Neck Surgery	☐ Nerve Injury
☐ Pacemaker	☐ Radiation Therapy	☐ Spinal Fusion	☐ Spine Injury	☐ Spine Surgery
☐ Surgery	☐ Traumatic Brain Injury	☐ Tonsillectomy	☐ Trauma	☐ Other

Additional Comments regarding Medical History: _____

_____

_____

MEDICATIONS

List any prescribed or over the counter medications, vitamins, and supplements: _____

_____

_____

To the best of my ability, the information I have supplied is complete and truthful. I have not misrepresented the presence, severity or cause of my health concern. Inaccurate information could be dangerous to my health. If there is any change in my medical status I will notify the chiropractor immediately. I authorize the chiropractor and staff to perform any necessary services needed during diagnosis and treatment.

Print Patient Name _____

Patient Signature _____ Date _____

OFFICE POLICY

Appointments 1) We value the time we have set aside to see you. The Back Alley Chiropractic is a multiple provider office, and we must often schedule overlapping appointments according to the service requested and depending on the treatment required. 2) Walk-ins are ***always*** welcome; however, appointments will be seen first. 3) If you are late for your appointment, we will do our best to accommodate you. 4) We strive to minimize wait time; however, emergencies do occur and will take priority over a scheduled visit. We appreciate your understanding.

If you have not been seen in our office in 18 months or longer, or if you have a new or different injury, a re-exam will be carried out and charged to you or your insurance carrier. If you have not been seen in our office in 3 years or longer, you are considered a new patient.

Self-Pay Patients 1) We welcome patients whose insurance companies are out-of-network, do not provide chiropractic benefits, or are uninsured. 2) We recommend you keep a copy of our updated fee schedule for your records. All payments are to be paid in full at the time services are rendered. 3) Insurance ***cannot*** be used when opting for a Prompt Pay Fee service discount.

FINANCIAL POLICY

Payment We accept cash, check, and debit, Visa, MasterCard and Discover. There is a minimum fee of $25 charged for returned checks.

Insured By request, as a courtesy to our patients, we will submit your medical claim to your insurance carrier. Patient balances are billed immediately upon receipt of your carriers EOB. Your remittance is due immediately upon receipt of our bill.

Self-Pay We offer a Prompt Pay fee discount for all patients by request. If you fail to provide payment at the time services are rendered, you will be responsible for and billed for 100% of the professional fee. You can request a copy of our updated fee schedule at any time.

Delinquent Accounts Unpaid balances are past due at 30 days. Balances left unpaid may receive a second and third notice prior to final notice, mailed at 30-day intervals. The Back Alley utilizes an outside collection agency. Balances over 120 days past due may be submitted to our collection agency.

Medicare We accept Medicare assignment. As a Medicare patient you are responsible for your deductible and co-insurance. If you have secondary or supplemental insurance, we will bill it for you. Medicare non-covered services are due at the time of service.

Workers Compensation If you are here as a result of a work related injury, we will require information regarding your health insurance and your employers Workers Compensation insurance.

Personal Injury Claims We bill third party insurance carriers ***only*** on a lien basis. Please notify our staff of your personal injury immediately. You will be asked to complete forms specific to personal injury as well as a consent and notice for medical lien.

INFORMED CONSENT FOR CHIROPRACTIC TREATMENT

I hereby request and consent to the performance of chiropractic treatment (also known as CMT, chiropractic adjustments or chiropractic manipulative treatment) and any other associated procedures; physical examination, tests, diagnostic x-rays, physiotherapy, physical medicine, physical therapy procedures, etc. on me by the Doctor of Chiropractic named and/or other assistants and/or licensed practitioners.

I understand, as with any health care procedure, that there are certain complications that may arise during CMT. Those complications include but are not limited to: fractures, disc injuries, dislocations, muscle strain, Horner's Syndrome, diaphragmatic paralysis, cervical myelopathy and costovertebral strains and separations. Some types of manipulation of the neck have been associated with injuries to the arteries in the neck leading to or contributing to complications including stroke.

I do not expect the doctor to be able to anticipate all risks and complications and I wish to rely upon the doctor to exercise judgment during the course of the procedure(s) which the doctor feels at the time, based upon facts known, are in my best interest. I have had the opportunity to discuss nature, purpose and risks of chiropractic treatment and other recommended procedures with the doctor and/or with office staff and/or clinic personnel.

I have read, or have had read to me, the above explanation of the CMT. I state that I have been informed and weighed the risks involved in CMT. I have decided that it is in my best interest to receive CMT. I hereby give my consent to that treatment. I intend for this consent to cover the entire course of treatment for my present condition and for any future conditions for which I seek treatment.

I have read and understand the above policies and agree to accept responsibility for any and all payment(s) due as outlined.

Print Patient Name _____

Patient Signature _____ Date _____

The Back Alley Chiropractic & Massage
2060 E Tangerine Rd Ste 182
Oro Valley, AZ 85755

NOTICE OF MEDICARE COVERAGE FOR CHIROPRACTIC CARE

Your Medicare coverage of chiropractic care is limited. It does not pay for all services. It will only pay for your chiropractic adjustment (manipulative treatment) when it meets Medicare's specific rules. There are three categories of Medicare services: 1) non-covered 2) always-covered, and 3) perhaps-covered.

NON-COVERED SERVICES
According to existing Medicare law, most of the services in our office are NON-COVERED. Hopefully, the U.S. Congress will change that someday and treat Doctors of Chiropractic like all other doctors. Until then, here is a summary:

Examples of Non-Covered Services

All Services Other than Chiropractic Adjustments:

- Office Visits - to evaluate and manage, re-evaluate, advise, or give counsel regarding your health.
- Physiotherapy - such as massage, traction, electrical stimulation, neuromuscular re-education, etc.
- X-rays, Laboratory, Supplies, Vitamins, etc.

Various Chiropractic Adjustments or Treatments:

- Non-spinal manipulation to the shoulder, arm, leg, etc.
- Maintenance Care - you are stable and not making any more improvement.
- Wellness Care - to promote better health.

ALWAYS-COVERED SERVICES
A Medicare COVERED service is for when you are injured or when you are in pain due to a bad spinal condition. Medicare pays for your rehabilitation as long as you are improving. This phase of care is call "active treatment." It will be shown on your Medicare claim form and payment reports with your service code. For example, "98940-AT."

PERHAPS-COVERED SERVICES
Your Chiropractic Adjustment must be clinically needed to correct a problem of the spine, according to Medicare rules. If Medicare determines that your condition is not "Medically Necessary" they will not pay. When we know or believe that your chiropractic adjustment is no longer covered, we will discuss this matter with you. We will also give you a Medicare form known as the Advance Beneficiary Notice (ABN) which will show your financial obligation for continued care.

MY FINANCIAL RESPONSIBILITY

I have received the above Medicare information. I understand that I am personally **financially responsible** for all services not covered by Medicare. I am also responsible for applicable annual deductibles or copayments.

Signature of patient or person acting on patient's behalf _____ Date _____

MY AUTHORIZATION

I authorize the **release** of any medical or other information necessary to process my claims. I also **request** payment of government or private benefits either to myself or to the party who accepts assignment. This is a permanent authorization that I may revoke at any time by written notice.

Signature of patient or person acting on patient's behalf _____ Date _____

v

NOTE: Your health information will be kept confidential. Any information that we collect about you on this form will be kept confidential in our offices. If a claim is submitted to a payer, your health information on this form may be shared with the payer. Your health information which the payer sees will be kept confidential by the payer.

A. Notifier: Donald K Shiflet DC, 2060 E Tangerine Rd #182, Oro Valley AZ 85755, (520) 877-2666

B. Patient Name: **C. Identification Number:**

Advance Beneficiary Notice of Non-coverage (ABN)

NOTE: If Medicare doesn't pay for D. Services 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. Services** below.

D. Services	E. Reason Medicare May Not Pay:	F. Estimated Cost
OFFICE VISIT	According to existing Medicare law, the services listed on the left are NON-COVERED	$25 per visit
REPORT OF FINDINGS (ROF)		$25 per visit
PHYSIOTHERAPY such as manual therapy, electrical stimulation, physical therapy, decompression		$10 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. Services** 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. Services** 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. Services** 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. Services** 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:

n/a

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 also receive a copy.

I. Signature:	J. Date:

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.