

Tabor Village Wellness
Kelly Owens, ND • Jennifer Gibbons, ND
404 SE 80th Ave • Portland, OR 97215 • (503) 335.3201

The following information is needed for our files so we can better serve you as a patient. Please fill in ALL portions of the form.
PLEASE PRINT CLEARLY. Thank you.

Patient Information

Patient's Name: _____ Nickname: _____ Date: _____

Parent's Name(s) if patient is a minor: _____

Address: _____ Apt #: _____ City: _____ State: _____ Zip Code: _____

Home #: _____ Cell #: _____ E-MAIL: _____

Employer: _____ Work #: _____ Occupation: _____

Age: _____ Date of Birth: _____ Legal Gender: _____ Preferred Pronouns: _____

Marital Status (Circle One): S P M D W Number of Children & Ages: _____

Referred to this clinic by: _____

THIS PATIENT IS A MINOR. PERMISSION IS HEREBY GIVEN BY ME TO THE PROVIDERS OF THIS CLINIC TO EXAMINE AND TREAT THE PATIENT.

Signature: _____ Printed Name: _____ Date: _____

Insurance Information

Who are we billing? Self Pay/Not Billing Insurance Auto Insurance Workers' Compensation Personal Insurance

Primary Insurance Company Name: _____ Phone # (back of card): _____

Policy/ID #/Claim #: _____ Group #: _____

Policy Holder's Name: _____ Date of Birth: _____ Relationship: _____

Emergency Contact Information

Name: _____ Relationship: _____ Phone: _____

I give my consent for Tabor Village Wellness to contact the above named person in case of an emergency.

Signature: _____ Date: _____

FINANCIAL POLICY AND AGREEMENT

Cancellation & Missed Appointment Fees

A 24-hour notice is required for appointment changes or cancellations. If you miss an appointment or do not give us a 24-hour notice for changing or canceling an appointment you will be charged a \$60.00 fee.

Please **thoroughly read through the details of the method of payment that applies to you**, sign that you have read and agree to abide by the financial policy as listed below. Please also **initial** the method of payment box that pertains to you.

Self Pay/Not Billing Insurance

Payment is expected at the time services are rendered. Cash, checks and credit cards (excluding American Express) are accepted for payment. An administrative discount is offered to patients who pay their account in full at the time of service, maintain a zero balance on their account and do not require insurance billing by this office.

Auto Insurance

You must notify your insurance carrier of the accident and file a Personal Injury Protection (PIP) form with them. We will bill your auto insurance company. In the event the auto insurance check is sent to you, you are expected to bring the check to our office to be applied to your account. If for any reason your claim is denied or not paid in full by your insurance company, you will be responsible for your bill.

Workers' Compensation

You must report your injury to your employer and fill out an injury report form (801) at your place of employment. We will bill your Workers' Compensation carrier. If for any reason your claim is denied or not paid in full, you will be responsible for your bill.

Private Insurance

If you have insurance which covers our services, we will bill your insurance company directly. Copays are due at the time of service. If you have a Coinsurance or Deductible, you will be billed upon receipt of the Explanation of Benefits from your insurance company. In the event the insurance check is sent to you, you are expected to bring the check to our office to be applied to your account.

- Verification of benefits is not a guarantee of payment by your insurance company. If we are unable to obtain required authorizations from your insurance company, you will be responsible for services rendered.
- Any services not covered by your insurance plan are your responsibility. Services sometimes not covered by insurance may include, but are not limited to: TMJ/TMD Treatment and Fertility Treatment.
- Some insurance plans have a separate benefit for each treatment code billed. Example: a number of insurance companies have recently started applying the infrared heat lamp code to the physical therapy benefit. It is YOUR responsibility to know your covered benefits.

I authorize my insurance company to make payment directly to this clinic for services rendered and permit this clinic to endorse co-issued remittances for the conveyance of credit to my account. **I understand this clinic will prepare any medical records, necessary forms and reports to assist me in making collection from my insurance company and that any amount paid directly to this clinic will be credited to my account upon receipt.** However, I clearly understand and agree that all services rendered are charged to me directly and that I am ultimately personally responsible for full payment. I agree to pay any costs or fees incurred in connection with the collection of my account, including attorney fees and court costs.

I have read, understand and agree to abide by the above financial policy that applies to me, including the Cancellation & Missed Appointment policy.

Signature: _____ Date: _____

Patient Name _____ D.O.B. _____

Reason for coming in today: _____

Other primary health concerns: _____

Current medications: _____

Current vitamins/minerals/supplements: _____

PAST MEDICAL HISTORY (Please include dates)

Major illnesses: _____

Past surgeries: _____

Drug allergies: _____

Please mark "N" for any problems that you now have, and "P" for any past problems:

- | | | |
|-----------------------|---------------------------|-------------------------------|
| _____ Allergies | _____ Digestive problems | _____ Pneumonia |
| _____ Anxiety | _____ Ear infections | _____ Stroke |
| _____ Arthritis | _____ Eczema | _____ Thyroid problems |
| _____ Asthma | _____ Headaches, frequent | _____ Trauma, major |
| _____ Blood disease | _____ Heart problems | _____ Tuberculosis |
| _____ Cancer | _____ Herpes | _____ Urinary tract infection |
| _____ Colds, frequent | _____ Hypertension | _____ STDs |
| _____ Depression | _____ Hypoglycemia | _____ Other (list below) |
| _____ Diabetes | _____ Nervous breakdown | _____ |

PAST MEDICAL CARE

Where did you last receive medical care? _____

For what reason? _____

When was your last physical exam? _____ Last dental exam? _____

Is there anything else you would like us to know? _____

ACKNOWLEDGMENT AND CONSENT

I understand that **Tabor Village Wellness** (referred to below as “TVW”) will use and disclose **health information** about me.

I understand that my **health information** may include information created and received by TVW, may be in the form of written or electronic records and may include information about my health history, health status, symptoms, examinations, test results, diagnoses, treatments, procedures, prescriptions and similar types of health-related information.

I understand and agree that TVW may **use and disclose** my health information in order to:

- Make decisions about and plan for my care and treatment.
- Refer to, consult with, coordinate among, and manage along with other health care providers for my care and treatment.
- Determine my eligibility for health plan or insurance coverage, and submit bills, claims and other related information to insurance companies or others who may be responsible to pay for some or all of my health care.
- Perform various office, administrative and business functions that support my physician’s efforts to provide me with cost-effective health care.

Notice of Privacy Practices describes my rights regarding my health information and the uses and disclosures of health information and the protocol followed by the providers and staff of TVW.

I understand that a copy or a summary of the most current version of TVW’s Notice of Privacy Practices will be in the waiting/reception area.

I understand that I have the right to ask that some or all of my health information not be used or disclosed in the manner described in the Notice of Privacy Practices, and I understand that TVW is not required by law to agree to such requests.

By signing below, I agree that I have reviewed and understand the information above.

By: _____ (Patient)	Date: _____
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-OR-

By: _____ (Patient Representative)	Date: _____
Description of Representative’s Authority: _____	

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CONSENT TO TREATMENT

Each individual patient will receive a treatment plan that is specifically developed for him or her. Your doctor employs such therapeutic procedures as hydrotherapy, manual soft tissue work, and spinal/joint manipulation as needed on an individual patient basis. Other forms of treatment include preconception/prenatal management, clinical nutrition consultation and supplementation, herbal therapy, homeopathy, stress management and lifestyle changes. It is understood that while our practices and procedures are safe and effective, not everyone responds the same way to different treatments, and occasionally side effects or complications may arise.

While the risk of complications or side effects from any of the above treatments is rare, it is our policy to inform our patients about them. These complications may include, but are not limited to, soreness, bruising, inflammation, burns, and temporary worsening of symptoms. More serious complications are extremely rare. Additional information on side effects and complications of specific treatments is available upon request.

The way in which we choose to treat people will often be different than the conventional care of your MD. It is our policy to always inform you of the procedure being performed and any risks and alternative treatments available to you. If your doctor's explanation is not to your satisfaction, please ask for more information.

Please recognize, understand, and agree that your health care provider is a sole practitioner and is not a partner or otherwise affiliated with any other health care provider who may be providing similar services at Tabor Village Wellness. Your health care practitioner is solely responsible for and shall provide all professional services to you, and you are relying solely on your practitioner's skill for the professional services rendered at Tabor Village Wellness.

I have read and understand the above statements regarding treatments and side effects.

Patient Signature or Guardian (if patient is a minor)

Email Communication Consent Form

Your email will not be sold or shared. We will not be sending you any newsletters or advertisements. This is a HIPAA compliant form required in order to allow correspondence between you and your healthcare provider, as well as our staff and billing department, if you so choose. Here are some examples of email correspondence:

- Receive exercises from your provider.
- Request supplements from your provider.
- Receive notifications from your provider upon supplement shipment arrival.
- Correspond with our billing department, including receive balance due statements.
- Appointment reminders, if that is the method of reminder you have chosen.

Risks and Conditions of Using Email

I have been advised that:

- I may not use email to cancel or schedule appointments. All scheduling must happen via phone or in person due to an ever-changing scheduling calendar.
- Email is never appropriate for urgent or emergency problems.
- Emails should not be used to communicate sensitive medical information such as information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disability, substance abuse, etc.
- All email correspondence will become a part of my health record. It is extremely important to include name and date of birth on each and every email to my healthcare provider. Since email may not be monitored while my healthcare provider is away on business or vacation, I will follow up by telephone or in person if I don't receive a response within a reasonable amount of time.
- Email is not confidential. Employers have a legal right to monitor email if they choose; system operators for most email systems have access to all email that passes through their systems.
- There is not a way to assure the privacy of email on a shared computer or email account.
- Email communications travel across the public Internet. It is not possible to verify that email is actually received, opened and read by the addressee.

I acknowledge that I have read and fully understand this consent form. I understand the risks associated with the use of email as a form of communication between Tabor Village Wellness and myself. I understand that I may revoke this agreement at any time by contacting Tabor Village Wellness in writing.

Signature: _____ Date: _____

Name (Printed): _____