

Hello and Welcome to Soft Tissue Solutions

This information sheet is designed to make your visits hassle-free. If you have any questions, please feel free to email or call us before your appointment.

Appointments:

Please allow enough time to deal with traffic issues and find our office.

Your first appointment will last approximately 40 minutes and each appointment thereafter will last approximately 20 minutes.

If you cannot make your appointment, please give us 24-hour notice. This allows us enough time to fill that slot. If you do not show up or do not call to cancel, we will have to charge you for that appointment.

Please have with you:

- Completed paperwork (see the 6 following pages)
- Insurance cards
- Change of clothes such as shorts, sweats, or a tank top – depending on the treatment area
- Cash, check, or credit card for any co-pay, deductible, ART, Functional Dry Needling, Shockwave or Laser charge

Location: Farmington Hills

34024 W. 8 Mile Rd., Ste. 104A
Farmington Hills, MI 48335-5029
248-919-9696

The office is located ¼ mile west of Farmington Road, on the North side, located in Echo Court. It's the brick building with a green roof.

CHIROPRACTIC REGISTRATION AND HISTORY

1 PATIENT INFORMATION

Date _____

SS/HIC/Patient ID # _____

Patient Name _____
Last Name

_____ First Name _____ Middle Initial

Address _____

E-mail _____

City _____

State _____ Zip _____

Sex M F Age _____

Birthdate _____

Married Widowed Single Minor

Separated Divorced Partnered for _____ years

Patient Employer/School _____

Occupation _____

Employer/School Address _____

Employer/School Phone (_____) _____

Spouse's Name _____

Birthdate _____

SS# _____

Spouse's Employer _____

Whom may we thank for referring you? _____

2 INSURANCE INFORMATION

Who is responsible for this account? _____

Relationship to Patient _____

Insurance Co. _____

Group # _____

Is patient covered by additional insurance? Yes No

Subscriber's Name _____

Birthdate _____ SS# _____

Relationship to Patient _____

Insurance Co. _____

Group # _____

ASSIGNMENT AND RELEASE
 I certify that I, and/or my dependent(s), have insurance coverage with _____ and assign directly to _____
Name of Insurance Company(ies)

Dr. _____ all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I authorize the use of my signature on all insurance submissions.

The above-named doctor may use my health care information and may disclose such information to the above-named Insurance Company(ies) and their agents for the purpose of obtaining payment for services and determining insurance benefits or the benefits payable for related services. This consent will end when my current treatment plan is completed or one year from the date signed below.

Signature of Patient, Parent, Guardian or Personal Representative

Please print name of Patient, Parent, Guardian or Personal Representative

Date _____ Relationship to Patient

3 PHONE NUMBERS

Cell Phone (_____) _____ Home Phone (_____) _____

Best time and place to reach you _____

IN CASE OF EMERGENCY, CONTACT

Name _____ Relationship _____

Home Phone (_____) _____ Work Phone (_____) _____

4 ACCIDENT INFORMATION

Is condition due to an accident? Yes No Date _____

Type of accident Auto Work Home Other

To whom have you made a report of your accident?
 Auto Insurance Employer Worker Comp. Other

Attorney Name (if applicable) _____

5 PATIENT CONDITION

Reason for Visit _____

When did your symptoms appear? _____

Is this condition getting progressively worse? Yes No Unknown

Mark an X on the picture where you continue to have pain, numbness, or tingling.

Rate the severity of your pain on a scale from 1 (least pain) to 10 (severe pain) _____

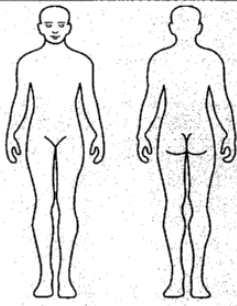
Type of pain: Sharp Dull Throbbing Numbness Aching Shooting
 Burning Tingling Cramps Stiffness Swelling Other

How often do you have this pain? _____

Is it constant or does it come and go? _____

Does it interfere with your Work Sleep Daily Routine Recreation

Activities or movements that are painful to perform Sitting Standing Walking Bending Lying Down



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HEALTH HISTORY

What treatment have you already received for your condition? Medications Surgery Physical Therapy

Chiropractic Services None Other _____

Name and address of other doctor(s) who have treated you for your condition _____

Date of Last: Physical Exam _____ Spinal X-Ray _____ Blood Test _____

Spinal Exam _____ Chest X-Ray _____ Urine Test _____

Dental X-Ray _____ MRI, CT-Scan, Bone Scan _____

Place a mark on "Yes" or "No" to indicate if you have had any of the following:

AIDS/HIV	<input type="checkbox"/> Yes <input type="checkbox"/> No	Chicken Pox	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liver Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rheumatoid Arthritis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcoholism	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measles	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rheumatic Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allergy Shots	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emphysema	<input type="checkbox"/> Yes <input type="checkbox"/> No	Migraine Headaches	<input type="checkbox"/> Yes <input type="checkbox"/> No	Scarlet Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anemia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Miscarriage	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stroke	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anorexia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fractures	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mononucleosis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Suicide Attempt	<input type="checkbox"/> Yes <input type="checkbox"/> No
Appendicitis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Glaucoma	<input type="checkbox"/> Yes <input type="checkbox"/> No	Multiple Sclerosis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Thyroid Problems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arthritis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Goiter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mumps	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tonsillitis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gonorrhea	<input type="checkbox"/> Yes <input type="checkbox"/> No	Osteoporosis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tuberculosis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bleeding Disorders	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gout	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pacemaker	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tumors, Growths	<input type="checkbox"/> Yes <input type="checkbox"/> No
Breast Lump	<input type="checkbox"/> Yes <input type="checkbox"/> No	Heart Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parkinson's Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Typhoid Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bronchitis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hepatitis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pinched Nerve	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ulcers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bulimia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hernia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pneumonia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vaginal Infections	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Herniated Disk	<input type="checkbox"/> Yes <input type="checkbox"/> No	Polio	<input type="checkbox"/> Yes <input type="checkbox"/> No	Venereal Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cataracts	<input type="checkbox"/> Yes <input type="checkbox"/> No	Herpes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prostate Problem	<input type="checkbox"/> Yes <input type="checkbox"/> No	Whooping Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chemical Dependency	<input type="checkbox"/> Yes <input type="checkbox"/> No	High Cholesterol	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prosthesis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other _____	
		Kidney Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Psychiatric Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	

EXERCISE

- None
 Moderate
 Daily
 Heavy

WORK ACTIVITY

- Sitting
 Standing
 Light Labor
 Heavy Labor

HABITS

- Smoking Packs/Day _____
 Alcohol Drinks/Week _____
 Coffee/Caffeine Drinks Cups/Day _____
 High Stress Level Reason _____

Are you pregnant? Yes No Due Date _____

Injuries/Surgeries you have had	Description	Date
Falls	_____	_____
Head Injuries	_____	_____
Broken Bones	_____	_____
Dislocations	_____	_____
Surgeries	_____	_____

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MEDICATIONS

ALLERGIES

VITAMINS/HERBS/MINERALS

Pharmacy Name _____
 Pharmacy Phone (____) _____

Consent for Purposes of Treatment, Payment and Healthcare Operations

I acknowledge that **Soft Tissue Solution's** "Notice of Privacy Practices" has been provided to me.

I understand I have a right to review **Soft Tissue Solution's** Notice of Privacy Practices prior to signing this document. The Notice of Privacy Practices describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of **Soft Tissue Solutions**. The Notice of Privacy Practices for **Soft Tissue Solutions** is also provided on request at the main administration desk of this practice. This Notice of Privacy Practices also describes my rights and **Soft Tissue Solution's** duties with respect to my protected health information.

Soft Tissue Solutions reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised Notice of Privacy Practices by calling the office and requesting a revised copy be sent in the mail, or ask for one at the time of my next appointment.

I have the right to revoke this consent, in writing, except to the extent that Soft Tissue Solution's has taken action in reliance on this consent.

Patient Acknowledgement

By subscribing my name below, I acknowledge receipt of a copy of this notice, and my understanding and my agreement to its terms.

Signature of Patient or Personal Representative

Date

Name of Patient or Personal Representative

Description of Personal Representative

Soft Tissue Solutions

Why we have a cancellation policy

One of the toughest policies to implement in any private practice is a cancellation policy. However, without one, a practice is subject to financial loss as a result of appointments that are cancelled without appropriate notice.

At Soft Tissue Solutions, your appointment time is specifically blocked for you. We do not schedule multiple clients for the same time. We value both our time and the time of our patients, so when a person does not show up for their scheduled appointment (no-show) or cancels at the last minute AND we are not able to fill that appointment unfortunately, you will be charged the full fee for that appointment. Since we often have a wait list, not only is this lost income for our practice, but another person does not get to benefit from the services we provide.

Oftentimes, the reasons for missing an appointment are valid – you are stuck in traffic or something unexpected keeps you from getting here on time. Be assured, if you call us and let us know you are running late or cannot make your scheduled time, we will do our best to accommodate you.

As a courtesy to you – we will send you a reminder email or text message a few days ahead to confirm your appointment and you can always let us know if you would like to reschedule. It is however, your responsibility to remember your appointment.

As always, we are so very grateful for your support of our practice. Respecting and acknowledging our cancellation policy makes our practice flow so much easier – we could not do it without you!

Thank you for your cooperation!

Signature of Patient

Date

Soft Tissue Solutions

34024 W. 8 Mile Road, Ste. 104A, Farmington Hills, Michigan 48335

About Financial Arrangements and Chiropractic Insurance

There are two forms of payment:

Private Pay – Pay for each visit

OR

Insurance Assignment – Co-Pay, insurance, reimbursement, signed over to our Clinic

Please check how you wish to pay: CASH _____ CHECK _____ CREDIT CARD _____

We are committed to providing you with the best possible care. If you have chiropractic or medical insurance, we are anxious to help you receive your maximum allowable benefits. In order to achieve these goals, we need your assistance and your understanding of our payment policy.

Payments for services are due at the time services are rendered, unless payment arrangements have been approved in advance by our staff. We accept cash, checks, MasterCard and Visa. We will be happy to process your insurance claims and submit those to your insurance company.

Returned checks and balances older than 30 days may be subject to additional collection fees and interest charges of 2% per month. Charges may also be made for broken appointments and appointments canceled without 24 hours advance notice.

We will gladly discuss your proposed treatment and answer any questions relating to your insurance.

You must realize, however, that:

1. Your insurance is a contract between you, your employer, and the insurance company. We are not a party to that contract.
2. Our fees are generally considered to fall within the acceptable range by most companies, and therefore are covered up to maximum allowance determined by each carrier. This applies only to companies who pay a percentage (such as 50% or 80%) of "U.C.R." "U.C.R." is defined as usual, customary and reasonable fees for this region. Thus, our fees are considered usual, customary and reasonable by most companies.

This statement does not apply to companies who reimburse based on an arbitrary "schedule" of fees, which bears no relationship to the current standard and cost in this area.

3. Not all services are a covered benefit in all contracts. Some insurance companies arbitrarily select certain services they will not cover.

We must emphasize that as Chiropractor Care Providers, our relationship is with you, not your insurance company. While the filing of insurance claims is a courtesy that we extend to our patients, all charges are your responsibility from the date the services are rendered. We realize that temporary financial problems may affect prompt payment of your account. If such problems do arise, we encourage you to contact us promptly for assistance in the management of your account.

If you have questions about the above information or any uncertainty regarding insurance coverage, PLEASE don't hesitate to ask us. We are here for you.

Signature of Patient

Date

Waiver of Liability

Soft Tissue Solutions
34024 W. 8 Mile Road, Ste. 104A
Farmington Hills, MI 48335
248-919-9696

Team Rehabilitation
281 Enterprise Ct., Ste. 200
Bloomfield Hills, MI 48302
www.softtissuesolutions.com

Dr. Karen Slota of Soft Tissue Solutions has advised me that my insurance company does not reimburse the treatment I am having and/or it might not be considered medically necessary. I have advised Dr. Slota to proceed with the services and I will assume full responsibility for the payment, or portion not to be covered by my insurance.

I authorized direct payment to Soft Tissue Solutions and Dr. Karen Slota. I am aware that I am responsible for any co-payments, co-insurance and deductibles for services that are covered by my insurance carrier.

TREATMENT:

Active Release Techniques ART
Functional Dry Needling
Shockwave Therapy
Laser Therapy

Printed Name of Patient

Signature of Patient

Date