

Full Name \_\_\_\_\_ (Nick Name: \_\_\_\_\_) Age: \_\_\_\_\_

Marital Status: M S W D Children? (#, ages): \_\_\_\_\_

Occupation: \_\_\_\_\_ Are you:  right handed  left handed  ambidextrous

Date of Vehicle Crash: \_\_\_\_\_ Who is your Primary Care Physician? \_\_\_\_\_

Describe your vehicle crash/accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Circle, Check, or In Any Way Describe Your Answers:**

Any poor road conditions (e.g. snow, wet, sun glare)? No Yes: \_\_\_\_\_ Using Seat-belts? No Yes  
Where were you in the vehicle? Driver Front Seat Passenger Rear Seat Passenger's Side Rear Seat Driver's Side  
Did your vehicle hit anything (e.g. guard rail, tree or other car)? No Yes: \_\_\_\_\_ Air Bag Deploy? No Yes  
Did you see the accident about to happen? No Yes Did you brace/tense-up for the collision? No Yes  
Were you looking straight ahead at the time of the collision? No Yes Was your foot on the brake? No Yes  
Did your head, chest, knees or other body part hit against anything within the vehicle? No Yes:  
Did you lose consciousness or pass-out? No Yes Did you feel: dizzy see-stars nauseous panic shaken  
Did you experience **any** pain or other symptoms immediately after the collision? No Yes:  
Where did you go after the accident: Home Work Hospital by Ambulance Other:  
Did any pain occur later or next day? No Yes How so? \_\_\_\_\_  
Have you seen any other healthcare providers (MD's, PT's, etc.) prior to your visit here?  No  Yes Please list them:

Have you had MRI, CT scan, X-Rays? No  Yes : When/Where? \_\_\_\_\_

Was pain medicine prescribed? No Yes Any braces, supports, or canes issued? No Yes  
Are pain(s)/symptom(s): Improving Getting Worse Changing in Character or Location The Same  
Ever had similar pain/symptoms/problems in the involved areas before? No Yes:

Ever been to a chiropractor?  No  Yes When & Why?: \_\_\_\_\_

Any previous vehicle crashes?  No  Yes When? \_\_\_\_\_

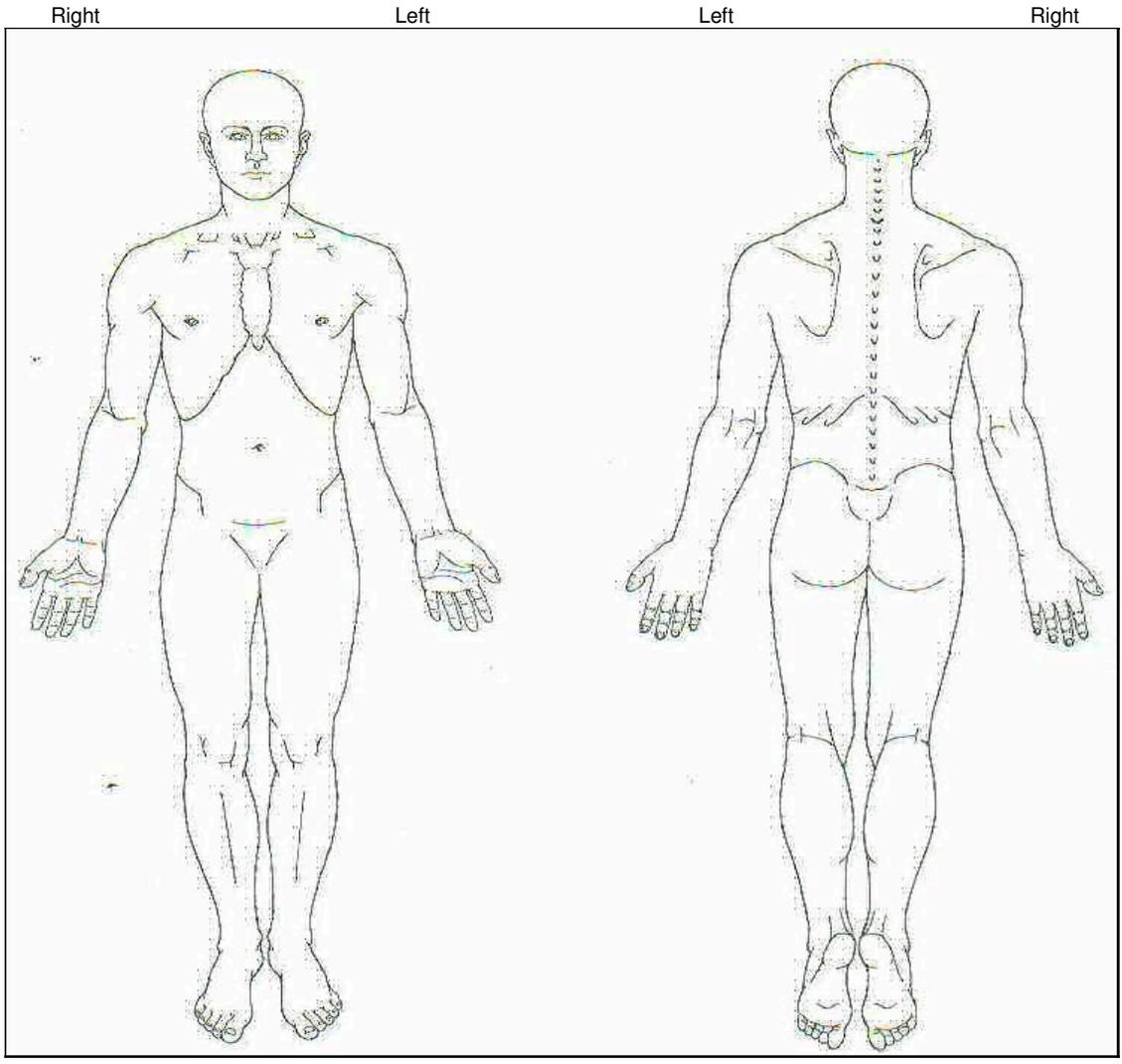
Any previous work-related injury?  No  Yes When? \_\_\_\_\_

Did you lose any time from work as caused by the accident? No Yes What dates? \_\_\_\_\_

Currently working limited hours? No Yes Working light duty? No Yes

Did you have any work limitations or disabilities **prior** to the accident? No Yes

**Using the diagram below, circle or mark the where you feel pain, aching, numbness/tingling, or any other symptom.**



**Describe Each Problem or Painful Body Region Separately (as best you can, e.g. "headaches," or "lower back," or "knee").**

Pain or Problem Area #1: \_\_\_\_\_

Are symptoms?:  Constant  Comes & Goes; Grade your pain from 0 (no pain) to 10 (unbearable): 0 1 2 3 4 5 6 7 8 9 10

What provokes or alleviates your symptoms? \_\_\_\_\_

Pain or Problem Area #2: \_\_\_\_\_

Are symptoms?:  Constant  Comes & Goes; Grade your pain from 0 (no pain) to 10 (unbearable): 0 1 2 3 4 5 6 7 8 9 10

What provokes or alleviates your symptoms? \_\_\_\_\_

Pain or Problem Area #3: \_\_\_\_\_

Are symptoms?:  Constant  Comes & Goes; Grade your pain from 0 (no pain) to 10 (unbearable): 0 1 2 3 4 5 6 7 8 9 10

What provokes or alleviates your symptoms? \_\_\_\_\_

Date: \_\_\_\_\_ Patient Name: \_\_\_\_\_ File #: \_\_\_\_\_ DOB: \_\_\_\_\_

**What have you been treated for in the past?**

- |  |  |   |  |   |
|--|--|---|--|---|
| <input type="checkbox"/> Back pain           | <input type="checkbox"/> Concussion          | <input type="checkbox"/> Irritable bowel        | <input type="checkbox"/> HIV +                   | <input type="checkbox"/> Nervousness              |
| <input type="checkbox"/> Neck pain           | <input type="checkbox"/> Struck unconscious  | <input type="checkbox"/> Digestion problem      | <input type="checkbox"/> Hepatitis               | <input type="checkbox"/> Depression               |
| <input type="checkbox"/> Numbness/tingling   | <input type="checkbox"/> Eye injury          | <input type="checkbox"/> Heart problem          | <input type="checkbox"/> Mononucleosis           | <input type="checkbox"/> Anxiety                  |
| <input type="checkbox"/> Sciatica            | <input type="checkbox"/> Sinus problems      | <input type="checkbox"/> Kidney problem         | <input type="checkbox"/> Anemia                  | <input type="checkbox"/> Addiction/dependency     |
| <input type="checkbox"/> Jaw pain/TMJ        | <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Thyroid problem        | <input type="checkbox"/> Excessive thirst        | <input type="checkbox"/> Eating disorder          |
| <input type="checkbox"/> Headaches           | <input type="checkbox"/> Dizziness/vertigo   | <input type="checkbox"/> Liver problem          | <input type="checkbox"/> Night sweats            | <input type="checkbox"/> Difficulty breathing     |
| <input type="checkbox"/> Shoulder pain       | <input type="checkbox"/> Chest pains         | <input type="checkbox"/> Gall Bladder Problem   | <input type="checkbox"/> Significant weight loss | <input type="checkbox"/> Asthma                   |
| <input type="checkbox"/> Elbow/arm           | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Lung disease           | <input type="checkbox"/> Frequent urination      | <input type="checkbox"/> Benign lumps or tumors   |
| <input type="checkbox"/> Carpal tunnel synd. | <input type="checkbox"/> Arteriosclerosis    | <input type="checkbox"/> Menstrual irregularity | <input type="checkbox"/> Diabetes                | <input type="checkbox"/> Cancer (describe below): |
| <input type="checkbox"/> Knee problems       | <input type="checkbox"/> Constipation        | <input type="checkbox"/> Menstrual cramps       | <input type="checkbox"/> Limb edema              |   |
| <input type="checkbox"/> Foot/ankle          | <input type="checkbox"/> Sleep disorder      | <input type="checkbox"/> Prostate problem       | <input type="checkbox"/> Bruise easily           |   |
| <input type="checkbox"/> Tendonitis/bursitis | <input type="checkbox"/> Fractures           | <input type="checkbox"/> Uterus/ovary problem   | <input type="checkbox"/> Chronic fatigue         |   |
| <input type="checkbox"/> Sprained ankle(s)   | <input type="checkbox"/> Osteoporosis/penia  | <input type="checkbox"/> Skin diseases          | <input type="checkbox"/> Lyme disease            |   |

**No known allergies** IF ALLERGIC, CIRCLE ALL THAT APPLY:

Insect/bee Stings Latex Sulfa drugs Penicillin Food dyes Eggs Milk/dairy Peanuts Tree nuts  
Fish Shellfish Soy Molds Dusts Pollens Pet dander **Other allergies:** \_\_\_\_\_

List all surgeries and hospitalizations. Do you have any residual issues from surgery?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all medicines, herbs/vitamins you currently take (attach or email a list if you prefer).

\_\_\_\_\_  
\_\_\_\_\_

**Social history:**

- Are you a smoker?  no  yes: How much ? \_\_\_\_\_
- Past smoker?  no  yes: Quit what year ? \_\_\_\_\_
- Consume alcohol?  daily  weekly  seldom  never
- Caffeine drinks/day  4-6/d  2-3/d  1-2/d  seldom/never
- Are you using any other substance not prescribed to you?  no  yes

**List your family medical history:**

**e.g. arthritis, hip replacement, cancer, diabetes, stroke, heart ds, neurologic ds,**

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Sibling(s): \_\_\_\_\_

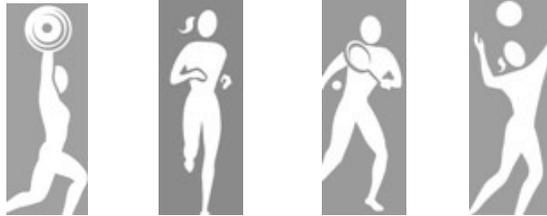
Do you have a regular exercise or sports regimen?  no  yes If yes, what and how often?

\_\_\_\_\_  
\_\_\_\_\_

Were you very active in any particular sports when you were younger (e.g. high school track, college football, ballet)?

\_\_\_\_\_

**Patient (or Parent/Legal Guardian) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **PATIENT INFORMED CONSENT TO TREATMENT**

**The nature of chiropractic treatment:** The doctor will use hands or mechanical devices in order to move your joints and mobilize soft tissues (e.g. muscles, ligaments). A “crack” or “pop” sound is an inherent, natural effect of joint movement. Various other procedures, including, but not limited to hot packs, therapeutic ultrasound, laser, extracorporeal shock wave therapy, exercises and massage or other soft tissue therapies may also be used. ***Physical examination requires physical contact:*** it involves the doctor manually challenging your joints and testing your muscle strengths which can sometimes lead to temporary soreness or worsening of your pain. Treatment is very hands-on and involves a lot of clinical body contact by your doctor, especially for procedures such as deep tissue massage and stretching. ***Please inform your doctor if you have any concerns about your safety or comfort before, during or after your treatment.***

**Possible risks and side effects:** As soon as *any* doctor intervenes with your healthcare there is a risk of side effects and complications. Research has shown that the risk of serious complications from chiropractic treatment is ***extremely rare***. While less serious complications are possible, most are highly unlikely, but could include fractures, sprains/strains, injury to intervertebral discs, nerves, spinal cord, a worsening of symptoms or development of new symptoms. Cerebrovascular accident such as a stroke is highly sensationalized by the media, but real research proves that it is very rare, with odds calculated as one in a million to one in forty million, about the same odds of a stroke from having your hair washed in a salon (“beauty parlor syndrome”), and significantly less than the odds of being struck by lightning. Usually, side effects of treatment include transient muscular stiffness or soreness; some people report feeling like they exercised new muscles for the first time. Some procedures (e.g. hot packs or deep tissue massage) could produce skin irritation, burns or bruises. Keep in mind that other treatment options such as over-the-counter analgesics, prescription medicines, surgical procedures, and hospitalization all carry ***significant*** risks and side effects, greater than those encountered in a chiropractic office.

**Risks of remaining untreated:** While it is possible that your symptoms may go away without any treatment whatsoever, delay of treatment could complicate recovery, lead to worsened or chronic pain, or deteriorate your health.

***I have read the above explanation regarding chiropractic treatment. I have had the opportunity to have questions answered to my satisfaction. I freely decide to undergo the recommended treatment, and hereby give full consent to treatment.***

\_\_\_\_\_  
Patient name

\_\_\_\_\_  
Signature of patient or parent / legal guardian

\_\_\_\_\_  
Date



**Dr. Scott F. Gillman**  
**The Gillman Chiropractic Office**

### **Auto Accident – PIP Insurance Policy**

Massachusetts “no-fault” insurance entitles injured persons 100% coverage for health care under what is known as Personal Injury Protection (PIP). The maximum PIP benefit for an auto accident is \$8,000 per person, per accident. If you have any additional benefits, such as “Med Pay,” then your auto insurance cover sheet will state it. Otherwise, once \$2000 of your PIP benefit are exhausted, Massachusetts’ law requires you to utilize your personal health plan for the remaining \$6,000 of your benefit. Your personal insurance copayments, as well as any healthcare outside of the terms of your personal health insurance plan may be paid by PIP depending on your individual coverage within your health plan. Any additional healthcare bills beyond the \$8,000 or exceeding or outside of the terms of your health plan benefit must be paid directly by you or from monies acquired from legal settlements.

The Gillman Chiropractic Office will, as a courtesy to you, submit your bills to the auto carrier and insurance carrier, when one is involved and await reimbursement. This service will be performed only if all necessary information (below) is received and verified. Services that are your full responsibility include: services not covered or not deemed medically necessary by an insurance carrier, services rendered at a different care-level than the insurance company assumes, and services different than what the insurance company utilization control process dictates and services that are received after an IME cutoff date.

For the Gillman Chiropractic Office to submit your healthcare bills to your insurance carriers, the following criteria must be met:

- An *accident report* must be filed with the police and your insurance carrier and we must have verification that this was done or have a copy on file.
- You must provide this office the following information:  
Insurance policy number, claim number, insurance representative’s name, and any insurance information about the other party/vehicle involve, your attorney’s information (If one is involved).
- Agree to our policies and sign the following forms:
  1. *Assignment of Benefits*
  2. *Insurance Agreement forms*

Other things you must understand:

Your automobile insurance policy is an agreement between you and your auto insurance company. The Gillman Chiropractic office only has contract agreements with certain managed healthcare plans (e.g. Tufts, Blue Cross’) that limit services or fees. We have no contracts with PIP carriers.

If we ever, for any reason, deem your account delinquent, then we no longer will await reimbursement from insurance carriers or law offices, but will instead bill you directly or send you to a collection agency.

Sign below if you read and understood this form:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The following "Irrevocable Assignment of Proceeds" form may be used for multiple automobile carriers and attorneys.

Please **ONLY SIGN** this form. This office will fill in any additional information including the policy / claim number



**IRREVOCABLE ASSIGNMENT OF PROCEEDS**

TO: \_\_\_\_\_  
(Insurance Company(s)/Attorney's Name)

ADDRESS: \_\_\_\_\_

In consideration of receiving chiropractic services from the office of Gillman Chiropractic, PC, having its usual place of business at 251 West Central Street, Natick, MA 01760, Under Massachusetts Law , Chapter 106, Section 9-109 (C)(8) and 9-315 (C), I hereby assign and transfer to Gillman Chiropractic, PC any and all proceeds due me including, but not limited to, my personal injury protection (PIP) benefits and/or medical payment coverage of my automobile policy, bodily injury insurance, uninsured/underinsured insurance, workers compensation or any other private insurance or health plan coverage for service rendered to me.

Further, I hereby request and direct that the above-named insurance company(s) and legal counsel/attorney pay to Gillman Chiropractic, PC such sums as may be due upon receipt of any itemized statement(s) for chiropractic services rendered to me by said doctor.

I authorize all procedures relative to treatment received, whether covered or not by my insurance plan.

I understand that I am financially responsible for: all services in excess of any plan's payment schedule, services not covered by an insurance plan, services not deemed medically necessary by an insurance carrier, services in excess the plan's benefit level, and services that are received after an insurance company's "Independent medical exam (IME)" cutoff date.

It is further understood and agreed that payment of said itemized statements by the above-named insurance company, as herein directed by me, shall be considered the same as if paid by the above-named insurance company directly to me.

A photocopy of this assignment is considered as effective and valid as the original for any successive services.

I understand this is a direct and irrevocable assignment of proceeds.

X

\_\_\_\_\_  
Signed

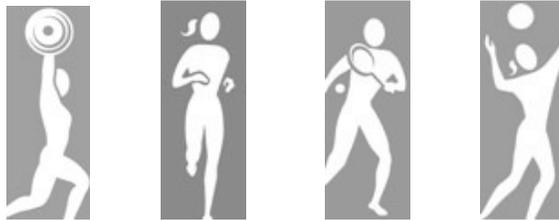
\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Injury/Accident

\_\_\_\_\_  
Policy/Claim Number

Balance Due: \$ \_\_\_\_\_ As of: \_\_\_\_\_



## OFFICE POLICIES OF THE GILLMAN CHIROPRACTIC OFFICE

### PERMISSION TO COMMUNICATE (HIPPA)

I authorize and give permission to Gillman Chiropractic and their staff and/or associates to communicate with me by regular mail, email, phone calls to my home, work, wireless phone, or answering machine(s). I understand that communication will be in regards to appointments, clerical issues and clinical issues. I understand that due diligence will be employed in being discrete about any clinical issues conveyed via the above modes of communication. I understand that I have the right to refuse certain types of communication by notifying Gillman Chiropractic or their staff in writing.

### AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION (HIPPA)

I hereby authorize Gillman Chiropractic or their assigned staff members to release information contained in my medical record to any and all insurance carriers from whom I may be due benefits, to my primary care physician or other healthcare providers associated with my treatment, to the state chiropractic society in the event their assistance is needed on my behalf, and to my attorney of record (if an attorney is involved).

### ASSIGNMENT OF PROCEEDS

Under Massachusetts Law, Chapter 106, Section 9-109(C)(8) and 9-315(C), I hereby instruct and direct that payments for my services be sent directly to the Gillman Chiropractic Office and not to me, my guardians, my estate, or my attorney, regardless of any assignment of benefits my attorney or others may present on my behalf, and regardless of the date such other assignment or instruction may be signed by me or presented by others.

- I hereby instruct and direct that payments for health care provided me by any member of the office of Gillman Chiropractic, as reflected in bills for such service that they may present, as may be due me under terms of a contract of health insurance, or as a result of an action at court, settlement, structured settlement, judgment, verdict or arbitration award which I may receive or be due, be sent directly to the office of Gillman Chiropractic. This instruction shall be considered irrevocable, and shall survive me, and my period of care with the office of Gillman Chiropractic forever and without exception.
- Regarding only payments for Gillman Chiropractic's services to me as reflected in bills they presents I hereby rescind any and all assignments of benefit presented by my attorney of any date prior to this date to any party receiving this notice.

Also, under all circumstances, I direct and instruct that any monies sent to any party as payment for the services at the Gillman Chiropractic office, following receipt of office bills and or statements, BE MADE PAYABLE SOLELY TO GILLMAN CHIROPRACTIC.

### COLLECTION POLICY AGREEMENT

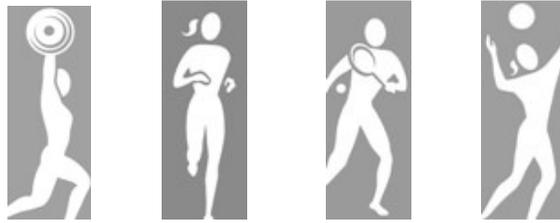
- I hereby acknowledge that any health insurance coverage benefit information given to me is a courtesy and I acknowledge that I am ultimately responsible for knowing my own health insurance coverage benefits. I hereby acknowledge that any insurance benefits quoted to me at the time of treatment is not a guarantee of payment by my health insurance company, and that Gillman Chiropractic is not responsible for any health insurance information given.
- I hereby acknowledge that I am ultimately fully responsible for the payment of all charges or fees for services provided me regardless of any contract of insurance, any action at court, any settlement, structured settlement, judgment, verdict or arbitration award which I may receive or be due, or the course or outcome of any dispute regarding same. I also understand that I may be charged a \$5 monthly late fee for any patient balances unpaid after 30 days.
- I agree to deliver to Gillman Chiropractic any check, draft or funds that I receive from any source intended as payment for services rendered me by Gillman Chiropractic within 10 calendar days of receipt by me and to be responsible for a \$5 monthly late fee for failure to deliver money before 30 days.
- I agree to reimburse Gillman Chiropractic for all reasonable collection costs he incurs that arise from collection actions they take against me in the process of settling my account.
- In the event a personal check is returned to Gillman Chiropractic, I hereby agree to pay in full the original check amount, Bank fee(s), and a processing fee of \$25 per each returned check. I hereby acknowledge that a personal check may not be used to satisfy this obligation.
- We reserve the right to charge an administrative fee for any account that requires staff resources beyond normal insurance requirements as determined by Gillman Chiropractic, PC.

### APPOINTMENT POLICY

***We reserve the right to charge a \$30 fee for appointments that are blatantly missed or appointments that are cancelled without notice of at least four (4) hours. The \$30 fee is your bill, not your insurance company's bill.***

I acknowledge that I received these HIPAA and office policies and have read, understood and agreed to them per my signature:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **SECURE EMAIL NOTIFICATION / WAIVER**

In order to comply with the Federal HIPAA Security Rule, our office has implemented the use of a secure, encrypted email program (Sendinc.com) to send and receive email which contains **protected health information** (PHI).

Secure email can easily be sent to us by going to this web site or through our patient portal (Patient Ally). To send and receive email requires you to register and create a password. **Note:** You must be sure to **check your Junk Mail or Spam** folder as some patients report that the secure email goes directly to those folders instead of the inbox. We recommend you open and save documents immediately as **Secure Email** will automatically be deleted (made inaccessible) after 7 days if not opened.

**Some of our patients have requested to use standard (non-secure) email even though there is a risk that their PHI will no longer be private or protected and may become public information or used for insurance fraud or identity theft if the email system is hacked at either end.**

It is your right to request to have your correspondence sent via standard email. However, if you choose this option, you must acknowledge that you were informed of, understand, and accept the risks of using non-secure email for patient communication containing PHI.

### **PLEASE CHECK ONE BOX ONLY**

I choose to use Secure Email (Sendinc.com) for email correspondence containing PHI.

**WAIVER:** The provider has explained to me and I fully understand the risks associated with using standard email for correspondence which contains protected health information (PHI). I hereby acknowledge and accept those risks and request that my email correspondence be sent via standard (non-secure) email.

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Signature of patient (or guardian of a minor)

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Patient Name (PLEASE PRINT)

---

Date

The following "Authorization for Release of Medical Records" form may be used throughout your course of treatment, with this office. Reports and office notes may become available from other doctors or facilities that can assist the doctor in providing the best treatment and plan for your condition.

With that in mind please ONLY SIGN this form, leave all other information blank, as it may be used for multiple providers, report dates and scans. This office will complete it as needed. THANK YOU!

**Authorization for Release of Medical Records To Dr. Scott F. Gillman**

I hereby authorize \_\_\_\_\_ to use or disclose the following protected health  
Name of Physician / hospital

information from the medical records of the patient listed below. I understand that information used or disclosed pursuant to this authorization could be subject to re-disclosure by the recipient and, if so, may

not be subject to federal or state law protecting its confidentiality.

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

THIS AUTHORIZATION OR PHOTOCOPY HEREOF DIRECTS HEALTHCARE FACILITY/PROVIDERS TO RELEASE ANY OR ALL INFORMATION REQUESTED VIA PHONE OR MAIL.

Information to be disclosed to: Gillman Chiropractic, PC  
251 West Central Street  
Natick, MA 01760  
(Phone) 508-650-1091, (Fax) 508-650-1563

Disclose the following information for treatment dates: \_\_\_\_\_ to \_\_\_\_\_

Complete Records      Xray Reports      Xray Films      MRI Reports

Other Specified: \_\_\_\_\_

The above information is disclosed for the following purposes: **MEDICAL/ HEALTHCARE**

I understand that I may refuse to sign or may revoke (at any time) this authorization for any reason and that such a refusal or revocation will not affect the commencement, continuation or quality of my treatment at the offices of Dr. Scott F. Gillman; except, however, if my treatment at the offices of Dr. Scott F. Gillman is for the sole purpose of creating health or obtaining information for disclosure to Dr. Scott F. Gillman then he may refuse to treat me if I do not sign this authorization.

I understand that the Authorization will remain in effect until the term of this Authorization expires or until I provide a written notice of revocation to Dr. Scott F. Gillman at the address listed above. The revocation will be effective immediately upon Dr. Scott F. Gillman's receipt of my written notice, except that the revocation will not have any effect on any action taken by the offices of Dr. Scott F. Gillman in reliance on this Authorization before it received my written notice of revocation.

This authorization will be valid for 90 days from the signature date, or until \_\_\_\_\_.

I have read and understand the terms of this Authorization and I have has the opportunity to ask questions about the use and disclosure of my health information. By my signature below, I hereby, knowingly and voluntarily, authorize the above -mentioned physician/hospital to disclose my health information in the manner described above.

**X**  
\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Printed name of patient or patient's representative**

\_\_\_\_\_  
**Patient File Number**