

# MATTEO CHIROPRACTIC PLLC

941 South Fifth Street  
Mebane, NC 27302  
Phone: 919-563-0000

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Street Address and Number: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

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

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Sex: Male Female # of Children \_\_\_\_\_ **Circle One:** Married Single Widowed Divorced

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ How were you referred to our office? \_\_\_\_\_

In case of emergency, please contact (include phone): \_\_\_\_\_

Please describe your condition(s) beginning with the most severe.

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

When did this/these conditions begin? \_\_\_\_\_ Is the condition getting (circle) better worse same

What is the cause of your condition(s)? \_\_\_\_\_

What makes the condition feel better or worse? \_\_\_\_\_

Have you seen any other Physician for this condition? (Please list name and dates.) \_\_\_\_\_

Have you ever been treated by another chiropractor? (If yes, who/when/same condition?) \_\_\_\_\_

Have you ever had similar symptoms to present condition? \_\_\_\_\_

Are you currently treating with any other physician? (If yes, please explain.) \_\_\_\_\_

Please list your family Physician, location, (city and state), & Medications you are currently taking: \_\_\_\_\_

Please list your complete surgical history (give dates and types of surgery): \_\_\_\_\_

Have you ever been involved in an automobile accident? (If yes, please give dates & explain accident):

Name of person responsible for payment (if different from applicant) \_\_\_\_\_

Would you like to file insurance for you? (Please Circle) YES NO      Have you met your deductible? YES NO

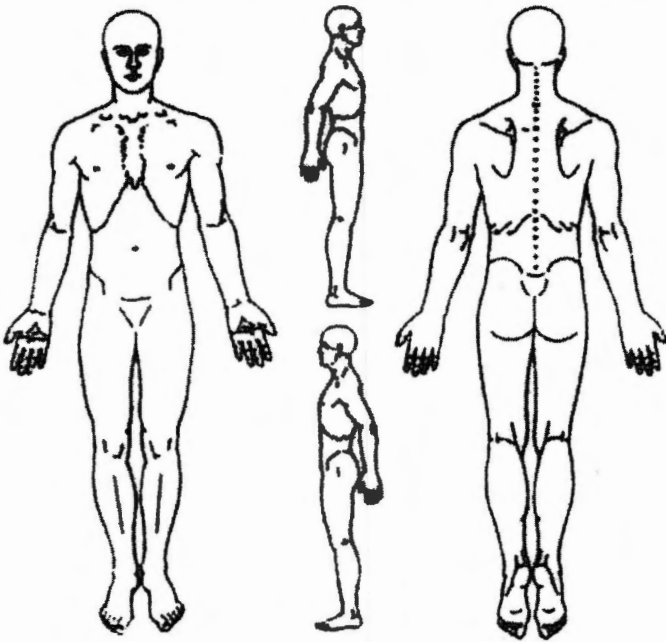
Name of insurance company (if applicable) \_\_\_\_\_

Name of Insured (if not self) \_\_\_\_\_ DOB of Insured \_\_\_\_\_

If you are experiencing any of the following conditions, please indicate on the diagrams below.

PLEASE CHECK THE SPACES BELOW FOR SYMPTOMS YOU ARE CURRENTLY HAVING.

**A=ACHE**      **B=BURNING**      **N=NUMBNESS**  
**P=PAIN**      **S=STABBING**      **O=OTHER**



1. \_\_\_\_\_ HEADACHES
2. \_\_\_\_\_ DIZZINESS
3. \_\_\_\_\_ NECK PAIN
4. \_\_\_\_\_ NECK STIFFNESS
5. \_\_\_\_\_ UPPER BACK PAIN
6. \_\_\_\_\_ SHOULDER PAIN
7. \_\_\_\_\_ ARM OR HAND PAIN
8. \_\_\_\_\_ NUMBNESS OR TINGLING
9. \_\_\_\_\_ MID BACK PAIN
10. \_\_\_\_\_ LOW BACK PAIN
11. \_\_\_\_\_ HIP OR BOTTOCK PAIN
12. \_\_\_\_\_ LEG OR FOOT PAIN
13. \_\_\_\_\_ EAR NOISES
14. \_\_\_\_\_ SINUS INFECTION
15. \_\_\_\_\_ VISION PROBLEMS
16. \_\_\_\_\_ ALLERGIES
17. \_\_\_\_\_ CHEST PAIN
18. \_\_\_\_\_ DIFFICULT BREATHING
19. \_\_\_\_\_ FREQUENT URINATION
20. \_\_\_\_\_ PROSTATE PROBLEMS
21. \_\_\_\_\_ ARTHRITIS
22. \_\_\_\_\_ BURSITIS
23. \_\_\_\_\_ STROKE

I hereby authorize Matteo Chiropractic PLLC to examine me, including x-rays if indicated by my exam, and to release my records to anyone I designate. I further authorize treatments deemed necessary by the finders, and I wish all my chiropractic records be held in strict secret confidence and not to be given to anyone without my written consent. I authorize payment directly to the doctor from my insurance company and I clearly understand that I am totally responsible for payment should my insurance company deny payment, or make payment directly to me. First day's fees are due and payable at the time of service.

BY SIGNING YOUR NAME BELOW, YOU CERTIFY THAT THE ACCURACY OF YOUR MEDICAL AND/OR ACCIDENT HISTORY AND CERTIFY THAT YOU PRESENT MATTEO CHIROPRACTIC PLLC FOR EVALUATION AND TREATMENT OF A HEALTH RELATED CONDITION AND FOR NO OTHER PURPOSE.

Signature of patient, or of Guardian authorizing care

Date



# Matteo Chiropractic, PLLC

Dr. Craig M. Matteo

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## NOTICE OF PRIVACY PRACTICES

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED  
AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION**

### PLEASE REVIEW THIS NOTICE CAREFULLY

Matteo Chiropractic, PLLC is committed to maintaining the privacy of your protected health information (“PHI”), which includes information about your health condition and the care and treatment you receive from this Practice. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This notice details how your PHI may be used and disclosed to third parties. This notice also details your rights regarding your PHI. The privacy of PHI in patient files will be protected when the files are taken to and from the Practice by placing the files in a box or brief case and kept within the custody of a doctor or employee of the Practice authorized to remove files from the Practice’s office. It may be necessary to take patient files to a facility where a patient is confined or to a patient’s home where the patient is to be examined or treated.

### **NO CONSENT REQUIRED**

The Practice may use and/or disclose your PHI for the purpose of:

- (a) Treatment- In order to provide you with the health care you require, the Practice will provide your PHI to those health care professionals, whether on the Practice’s staff or not, directly involved in your care so that they may understand your health condition and needs. For example, a physician treating you for a condition or disease may need to know the results of your latest physician examination by this office.
- (b) Payment- In order to get paid for services provided to you, the Practice will provide your PHI, directly or through a billing service, to appropriate third party payers, pursuant to their billing and payment requirements. For example, the Practice may need to provide the Medicare program with information about health care services that you received from the Practice so that the Practice can be properly reimbursed. The Practice may also need to tell your insurance plan about treatment you are going to receive so that it can determine whether or not it will cover the treatment expense.
- (c) Health Care Operations- In order for the Practice to operate in accordance with applicable law and insurance requirement and in order for the Practice to continue to provide quality and efficient care, it may be necessary for the Practice to compile, use and /or disclose your PHI. For example, the Practice may use your PHI in order to evaluate the performance of the Practice’s personnel in providing care to you.

The Practice may use and/or disclose your PHI, without a written Consent from you, in the following additional instances:

- (a) De-identified Information- Information that does not identify you and, even without your name, cannot be used to identify you.
- (b) Business Associate- To a business associate if the Practice obtains satisfactory written assurance, in accordance with applicable law, that the business associate will appropriately safeguard your PHI. A business associate is an entity that assists the Practice in undertaking some essential function, such as a billing company that assists the office in submitting claims for payment to insurance companies or other payers.
- (c) Personal Representative- To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.
- (d) Emergency Situations-
  - (i) For the purpose of obtaining or rendering emergency treatment to you provided that the Practice attempts to obtain your consent as soon as possible; or
  - (ii) To a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating your care with such entities in an emergency situation.
- (e) Communication Barriers- If, due to substantial communication barrier of inability to communicate, the Practice has been unable to obtain your consent and the Practice determines, in the exercise of its professional judgment, that your Consent to receive treatment is clearly inferred from the circumstances.
- (f) Public Health Activities- Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease and that does not identify you and, even without your name, cannot be used to identify you.
- (g) Abuse, Neglect or Domestic Violence – To a government authority if the Practice is required by law to make such disclosure. If the Practice is authorized by law to make such disclosure it will do so if it believes that the disclosure is necessary to prevent serious harm.
- (h) Health Oversight Activities- Such activities, which must be required by law, involve government agencies and may include for example, criminal investigations, disciplinary actions, or general oversight activities relation to the community’s health care system.
- (i) Judicial and Administrative Proceeding- For example, the Practice may be required to disclose your PHI in response to a court order or a lawfully issued subpoena.
- (j) Law Enforcement Purposes- In certain instances, your PHI may have to be disclosed to a law enforcement official. For Example, your PHI may be the subject of a grand jury subpoena. Or, the Practice may disclose your PHI if the Practice believes that your death was the result of criminal conduct.



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- (k) Coroner or Medical Examiner- The Practice may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death.
- (l) Organ, Eye or Tissue Donation- If you are an organ donor, the Practice may disclose your PHI to the entity to whom you have agreed to donate your organs.
- (m) Research- If the Practice is involved in research activities, your PHI may be used, but such use is subject to numerous governmental requirements intended to protect the privacy of your PHI and that does not identify you and, even without your name, cannot be used to identify you.
- (n) Avert a Threat to Health or Safety- The Practice may disclose your PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to an individual who is reasonably able to prevent or lessen that threat.
- (o) Workers' Compensation- If you are involved in a Workers' Compensation claim; the Practice may be required to disclose your PHI to an individual or entity that is part of the Workers' Compensation system.
- (p) Disclosure of immunizations to schools required for admission upon your informal agreement.

### APPOINTMENT REMINDER

The Practice may, from time to time, contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. The following appointment reminder is used by the Practice:

- (a) Telephoning your home, work or cell and leaving a message on your answering machine or with the individual answering the phone.

### FAMILY/FRIENDS

The Practice may disclose to your family member, other relative, a close personal friend, or any other person identified by you, your PHI directly relevant to such person's involvement with your care or the payment of your care unless you direct the Practice to the contrary. The Practice may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) a family member, a personal representative, or another person responsible for your care, of your location, general condition or death. However, in both cases, the following conditions will apply.

- (a) If you are present at or prior to the use or disclosure of your PHI, the Practice may use or disclose your PHI if you agree, or if the Practice can reasonably infer from the circumstances, based on the exercise of its professional judgment that you do not object to the use or disclosure.
- (b) If you are not present, the Practice will, in the exercise of professional judgment, determine whether the use or disclosure is in your best interests and, if so, disclose only the PHI that is directly relevant to the person's involvement with your care.

### AUTHORIZATION

Uses and/ or disclosures, other than those described above will be made only with your written authorization.

### YOUR RIGHTS

You have the right to:

- (a) Revoke any Authorization and /or Consent, in writing, at any time. To request a revocation you must submit a written request to the Practice's Privacy Officer.
- (b) Request restrictions on certain use and /or disclosure of your PHI as provided by law. However, the Practice is not obligated to agree to any restrictions. To request restrictions, you must submit a written request to the Practice's Privacy Officer. In your written request, you must inform the Practice of what information you want to limit, whether you want to limit the Practice's use or disclosure, or both, and to whom you want the limits to apply. If the Practice agrees to your request, the Practice will comply with your request unless the information is needed in order to provide you with emergency treatment.
- (c) Receive confidential communications or PHI by alternative means or at alternative locations. You must make your request in writing to the Practice's Privacy Officer. The Practice will accommodate all reasonable request.
- (d) Inspect and obtain a copy of your PHI as provided by 45 CFR 164.524. To inspect and copy your PHI, you are requested to submit a written request to the Practice's Privacy Officer. The Practice can charge you a fee for the cost of copying, mailing or other supplies associated with your request.
- (e) Amend your PHI as provided by 45 CFR 164.528. To request an amendment, you must submit a written request to the Practice's Privacy Officer. You must provide a reason that supports your request. The Practice may deny your request if it is not in writing, if you do not provide a reason in support of your request, if the information to be amended was not created by the Practice (unless the individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by the Practice, if the information is not part of the information you would be permitted to inspect and copy, and or if the information is accurate and complete. If you disagree with the Practice's denial, you will have the right to submit a written statement of disagreement.



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- (f) Receive an accounting of disclosures of your PHI as provided by 45 CFR 164.528. The request should indicate in what form you want the list (such as a paper or electronic copy)
- (g) Receive a paper copy of this Privacy Notice from the Practice upon request to the Practice's Privacy Officer.
- (h) Receive notice of any breach of confidentiality of your PHI by the Practice.
- (i) Prohibit the disclosure to your health plan or anyone else of any test, examination or treatment for which you have paid in cash or the equivalent, including legally binding assignments of proceeds.
- (j) If you believe your privacy rights been violated, complain to this Practice or to the Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue SW, Room 509F, HHH Building, Washington, DC 20201, telephone: 202-619-0257, email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov); or to the North Carolina Attorney General, 9001 Mail Service Center, Raleigh, NC 27699-9001, telephone: 919-716-6400.
- (k) Request copies of your protected health information (PHI) in electronic format.

*You may contact the Privacy Officer of this Practice to obtain more information or the answer to any questions you may have about your privacy rights. The Privacy Officer's contact information is as follows: Kristen Lynch- Matteo Chiropractic PLLC, 941 S. Fifth Street Mebane NC 27302 phone: 919-563-0000.*

### **THIS PRACTICE'S OBLIGATIONS AND PREROGATIVES.**

#### **Matteo Chiropractic PLLC:**

- (a) Is required by federal law to maintain the privacy of your PHI and to provide you with this privacy notice detailing the practice's legal duties and the procedures for maintaining, protecting and disclosing your PHI.
- (b) Is required by state law to maintain a higher level of confidentiality than federal law requires with respect to certain portions of your PHI. In particular, the Practice is required to comply with N.C.G.S. 130A-143 relating to the AIDS virus and other communicable diseases and with N.C.G.S. 131E-97 relating to patient records and personal financial records.
- (c) Is required to abide by the terms of this privacy notice.
- (d) Reserves the right to change the terms of the Privacy Notice and to make new privacy notice provisions effective for any of your PHI maintained by this Practice.
- (e) Will distribute to you any revisions in the privacy notice prior to implementation.
- (f) Will not retaliate against you for filing a complaint regarding breach of your privacy rights.

### **QUESTIONS AND COMPLAINTS**

You may obtain additional information about your privacy practices or express concerns or complaints to the Privacy Officer and contact person appointed for this practice. The Privacy Officer is Kristen Lynch.

### **CHANGES TO THE TERMS OF THIS NOTICE**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available in our reception area or upon request in our office. **Effective September 23, 2013, document last updated May 06, 2014.**

# **C** MATTEO CHIROPRACTIC

Dr. Craig Matteo

PLLC

## **ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

I acknowledge that I was provided a copy of the Notice of Privacy Practices and that I have read them or declined the opportunity to read them and understand the Notice of Privacy Practices. I understand that this form will be placed in my patient chart and maintained for six (6) years.

\_\_\_\_\_  
Patient Name (please print)

\_\_\_\_\_  
Parent, Guardian or Patient's Legal Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS FORM WILL BE PLACED IN THE PATIENT'S CHART AND  
MAINTAINED FOR SIX (6) YEARS**

List below the Names and Relationship of people to whom you authorize the Practice to release Protected Health Information ("PHI")

<b>Name</b>	<b>Relationship</b>

941 S. Fifth St. Mebane, NC 27302 919.563.0000 office 919.563.0063 fax

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## INFORMED CONSENT TO CHIROPRACTIC TREATMENT

I hereby, request and consent to the performance of chiropractic adjustments and other chiropractic procedures including various modes of physical therapy, and if necessary diagnostic x-rays, on me (or on the patient named below, for whom I am legally responsible), by the chiropractic physician and/or anyone working in this office authorized by the chiropractic physician.

I further understand that such chiropractic services may be performed by Craig M. Matteo, D.C. and/or other licensed Physicians of Chiropractic whom may treat me now or in the future at this office. I have had an opportunity to discuss with Dr. Craig M. Matteo and/or with other office or clinic personnel the nature and purpose of chiropractic adjustments and other procedures. I understand that treatment results are not guaranteed.

I understand and am informed that, as in the practice of medicine and all other forms of healthcare, the practice of chiropractic carries some risks to treatment, including, but not limited to, fractures, disc injuries, and strokes (CVA), dislocations, and sprains. I do not expect the physician to be able to anticipate and explain all risks and complications. Further, I wish to rely on the physician to exercise judgment during the course of the procedure which the physician feels are in my best interests, at the time, based upon the facts then known.

I have read, or have had read to me, the above consent. I have also had an opportunity to ask questions about its contents, and by signing below. I agree to the treatment recommended by my physician. I intend this consent form to cover the entire course treatment for my present condition(s) and for any condition(s) which I seek treatment at this facility.

<b>To be completed by the patient:</b>	<b>To be completed by the patient's representative, if necessary:</b> (E.g. Patient is a minor or is physically or mentally incapacitated)
<hr/>	<hr/>
<p><i>Print Patient's Name</i></p>	<p><i>Print Name of Patient</i></p>
<hr/>	<hr/>
<p><i>Patient's Signature</i></p>	<p><i>Print Name of Patient's Representative</i></p>
<hr/>	<hr/>
<p><i>Date (MM-DD-YYYY)</i></p>	<p><i>Representative's Relationship to Patient</i></p>
<hr/>	<hr/>
<p><i>Date (MM-DD-YYYY)</i></p>	<p><i>Signature of Patient's Representative</i></p>
<hr/>	<hr/>
<p><i>Date (MM-DD-YYYY)</i></p>	<p><i>Date (MM-DD-YYYY)</i></p>

*This form will be maintained in, and as part of, the patient's health record.*



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## PATIENT WAIVER FOR NON-COVERED SERVICES

Patient's Name: \_\_\_\_\_

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

Your insurance does not pay for all of your healthcare costs. Some items and services are considered "non-covered benefits" under your health insurance plan and as such, your insurance will not pay for these services.

Your physician believes the following service(s), although not covered by your health insurance, are an important part of your chiropractic care and recommends that you receive these services as part of your current treatment plan. However, since the services listed here are not considered to be a covered benefit under your health insurance, should you choose to receive these services; you will be personally responsible for the payment of such services. The purpose of this notice is to help you make an informed decision about whether or not you want to receive these items or services.

The services that may not be covered are listed below:

- Pads for Muscle Stimulation            \$17.00
- Ice Packs/Heat Packs                    \$15.00 - \$26.00
- Pillows                                        \$50.00 - \$60.00
- Braces                                         \$30.00
- Biofreeze Gel                               \$15.00

I acknowledge that I have been informed in advance of receiving these services, and that these services are not covered by my health insurance plan. I have chosen to receive these services and understand I will be financially responsible for the charges indicated above.

\_\_\_\_\_  
*Print Patient's Name*

\_\_\_\_\_  
*Patient's Signature*

\_\_\_\_\_  
*Name of Parent or Legal Guardian (if applicable)*

\_\_\_\_\_  
*Signature of Parent or Legal Guardian (if applicable)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**This form must be signed by the patient or legal guardian PRIOR to receiving any non-covered services or items, and must be maintained in the patient's healthcare record.**





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**CANCELLATION POLICY**

IT IS OUR OFFICE POLICY TO REQUEST A 24-HOUR NOTICE OF ANY  
APPOINTMENT YOU ARE UNABLE TO KEEP.

FAILURE TO PROVIDE NOTICE WILL RESULT IN ADDITIONAL CHARGES  
TO YOUR ACCOUNT AS DESCRIBED BELOW:

**MISSED APPOINTMENTS**

1<sup>ST</sup> TIME: GRACE

2<sup>ND</sup> TIME: \$20.00

**REMINDER CALLS**

WHILE WE DO MAKE COURTESY REMINDER CALLS, IT IS ULTIMATELY YOUR RESPONSIBILITY TO  
ATTEND APPOINTMENTS THAT YOU HAVE SCHEDULED WITH OUR OFFICE.

PLEASE NOTE: IF YOU DID NOT RECEIVE YOUR REMINDER CALL,  
THE MISSED APPOINTMENT POLICY STILL APPLIES.

---

*Patient Signature:*

---

*Date:*

---

*Witness:*



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## Appointment Reminders and Health Care Information Authorization

Your Chiropractor and members of the practice staff may need to use your name, address, phone number, and your clinical records to contact you with appointment reminders, information about treatment alternatives, or other health related information that may be of interest to you. If this contact is made by phone and you are not at home, a message will be left on your answering machine. By signing this form, you are giving us authorization to contact you with these reminders and information.

You may restrict the individuals or organization to which your health care information is released or you may revoke your authorization to us at any time; however, your revocation must be in writing and mailed to us at our office address. We will not be able to honor your revocation request if we have already released your health information before we receive your request to revoke your authorization. In addition, if you were required to give your authorization as a condition of obtaining insurance, the insurance company may have a right to our health information if they decide to contest any of our claims.

Information that we use or disclose based on the authorization you are giving us may be subject to re-disclosure by anyone who has access to the reminder or other information and may no longer be protected by the federal privacy rules.

You have the right to refuse to give us this authorization. If you do not give us authorization, it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care.

You may inspect or copy the information that we use to contact you to provide appointment reminders, information about treatment alternatives, or other health related information at any time (164.524).

This notice is effective as of the date shown in the signature portion of this document. This authorization will expire seven years after the date on which you last received services from us.

I authorize you to use or disclose my health information in the manner described above. I am also acknowledging that I have received a copy of this authorization.

<b>To be completed by the patient:</b>	<b>To be completed by the patient's representative, if necessary:</b> (E.g. Patient is a minor or is physically or mentally incapacitated)
<hr/> <p><i>Print Patient's Name</i></p> <hr/> <p><i>Patient's Signature</i></p> <hr/> <p><i>Date (MM-DD-YYYY)</i></p>	<hr/> <p><i>Print Name of Patient</i></p> <hr/> <p><i>Print Name of Patient's Representative</i></p> <hr/> <p><i>Representative's Relationship to Patient</i></p>
<hr/> <p><i>Signature of Authorized Provider Representative</i></p>	<hr/> <p><i>Signature of Patient's Representative</i></p> <hr/> <p><i>Date (MM-DD-YYYY)</i></p>