

Bender Chiropractic Health and Vitality Center
NEW PATIENT INFORMATION FORM

Please print clearly:

Name _____ Date _____

Address _____ Apt.# _____

City _____ State _____ ZIP _____

Shipping Address _____

Home Phone (____) ____ - _____ Cell Phone (____) ____ - _____

e-mail address: _____

REFERRED BY: _____

Occupation _____ Employer _____

Date of Birth _____ Age ____ Sex: M/F Height ____ Weight ____

Overall health (circle one): Excellent / Good / Fair / Poor / Other: _____

Chief complaint (reason you are here): (use separate sheet if more room needed)

Previous treatments for this complaint _____

Other complaints or problems: (use separate sheet if needed) _____

Current medications/drugs being taken: (use separate sheet if needed) _____

Are you currently under the care of a physician or other health care professionals?

(If yes, please give name and date of last visit):

Nutritional supplements you are taking: _____

Do you smoke, drink coffee or alcohol? (if yes indicate how much)

Cigarettes _____ Coffee _____ Alcohol _____



Name:

What are your chief concerns?

What are the roadblocks that are holding you back from achieving your goals?

What are your goals?

Signature:

Date:



Informed Consent for BrainTap Sessions

Introduction

At Bender Chiropractic Health & Vitality Center, we offer BrainTap sessions designed to help you achieve mental clarity, relaxation, and improved neurological functioning through a combination of guided visualization, binaural beats, and other relaxation techniques.

Procedure Description

BrainTap is a high-tech relaxation session that uses a headset to deliver gentle light pulses that travel through the retina and ear meridians. The sessions are combined with meditative audio to encourage mental and emotional stress relief, brainwave entrainment, and relaxation. Each session lasts approximately 15-30 minutes, depending on the selected program.

Potential Benefits

The benefits of BrainTap sessions may include:

- Reduced stress and anxiety
- Enhanced sleep quality
- Improved cognitive function and focus
- Increased energy levels
- Greater emotional stability

Potential Risks

The risks associated with BrainTap sessions are minimal but may include discomfort from the headset, light sensitivity for those prone to migraines, and transient disorientation immediately after the session.

Voluntary Participation

Your participation in BrainTap sessions is entirely voluntary, and you are free to discontinue at any time.

Confidentiality

All information disclosed within sessions and the written records pertaining to those sessions are confidential and will not be shared without your written consent, except where the disclosure is required by law.

Acknowledgment and Consent

By signing this form, I acknowledge that I have read and understood the information provided about BrainTap sessions. I have had the opportunity to ask questions, and any questions I have asked have been answered to my satisfaction. I consent to participate in BrainTap sessions under the terms described herein.

Patient Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

Section 8: Notice of Privacy Practices Acknowledgement
Initial Uses Authorization Form
Bender Chiropractic Health and Vitality Center

Effective: 4-15-2003

By signing this form, you acknowledge that you were presented with a copy of the Notice of Privacy Practices of Bender Chiropractic Health and Vitality Center. Our Notice of Privacy Practices provides information about how we may use and disclose your protected health information. We encourage you to read it in full.

Our Notice of Privacy Practices is subject to change. The most current Notice of Privacy Practices will be placed on display in the office at all times. You may obtain additional copies of our most current notice by requesting it from our privacy official, Dr. William L. Bender

Bender Chiropractic Health and Vitality Center also uses protected health information for the following reasons: (you may opt out of this authorization). Marketing; internal referral board, testimonials, pictures on bulletin board, or information unrelated to healthcare and other marketing materials. _____ (please initial to give us authorization)

If you have any questions regarding this notice or our health information privacy policies, please contact:

Dr. William L. Bender

You can reach the Privacy Official at: Bender Chiropractic Health and Vitality Center, 33580 Harper Avenue, Clinton Township, MI, 1-586-738-6833

Hours Available: A message may be left for our privacy official any time the clinic is open and your call will be returned within 7 business days.

Your Email address: _____ (you may receive PHI through email)

Print Patient Name: _____

Signature Patient/Personal Representative: _____

Relationship of Personal Representative: _____

Date of Signature: _____

=====

Staff complete only if NO signature is obtained, If it is not possible to obtain the patient's acknowledgment, describe the good faith efforts made to obtain the individual's acknowledgement, and the reasons why the acknowledgement was not obtained.

Patient refused to sign this acknowledgement even though the patient was asked to do so and the patient was given the Notice of Privacy Practices
Other:

Staff Signature: _____ date: _____

New Patient Cancellation Policy Script

Scheduling and 1st email

After you have scheduled the new patient's appointment (with address), say:

"OK, great! Now to reserve your spot, we need to get a credit card on file. We won't charge the card now; we just ask for at least 24 hours' notice if you need to cancel or reschedule. If we don't receive that notice, a \$25 cancellation fee will be charged to the card. But when you reschedule, that amount will be applied to your new patient appointment.

After we wrap up, I'll email you all the details, including our cancellation policy."

If the patient asks why there's a cancellation fee or voices concern or pushback:

- "We reserve about an hour for you with our doctor and clinical assistant, so short-notice cancellations create a huge gap in our schedule where we can't help other patients."
- "Many offices require payment upfront nowadays, but we only charge the card if we don't get a 24 hour notice."

If the patient asks about emergencies

"If there's an emergency, just call us as soon as you can. We're usually able to waive the fee in true emergency situations."

If the patient is uncomfortable providing CC info over the phone:

"I understand your concern but just so you know, our system is completely protected to safeguard your information. So would you be ok with sharing that number?"

OR

"We can't run your card without your permission."

If they still don't feel comfortable giving the CC info:

"Ok, I'll go ahead and make an exception because I want you to get the help you need."

Email cancellation notice

We ask for at least 24 hours' notice if you need to cancel or reschedule your new patient appointment. If we don't receive that notice, a \$25 cancellation fee will be charged to the card on file.