

## Welcome to Union Center For Healing

Please take your time to fill out the paperwork and read each section carefully so you understand what we do and how we do it.

We will happily answer any questions you have before or during your appointment.

## This packet includes:

Health Intake Questionnaire

Scope of Practice & Consent for Treatment

HIPAA Privacy Practices Acknowledgement Form (The complete document can be found on our website or at our office)

**Communication Consent** 

Late Cancellation & Missed Appointment Fee

Your Insurance Information (If you would like to better understand your benefits for our services, we have an Insurance Verification Form on our website that you can use to contact your insurance provider).

## Forms for you to keep:

Insurance Billing and Payment Information (Please read)

Your First Visit

A Little bit about East Asian Medicine Practices

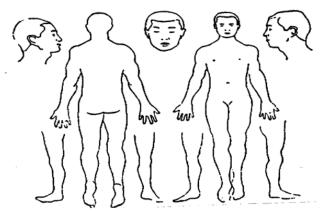
Parking And Directions

## **HEALTH INTAKE FORM**

Please take the time to fill out this questionnaire carefully. The information you provide will assist me in formulating a complete health profile for you. All answers are confidential.

Date:			
Name:		Date of	Birth:
	City:		
Is it ok to contact you via email? Yes:			
Home Phone: Wor			
Gender: Marital Status:			
Referred By: Emerg	gency contact	& phone#	
Primary Care Physician:			Phone #:
Are you currently/within the last year been			
What conditions?			
Describe your main concerns (Symptoms			
What makes your condition better? (res	st, movement,	heat, cold, fresh	air, eating, crying, etc.)
What makes your condition worse? (stre	ess, fatigue, h	unger, heat, certa	in foods, damp days etc.)
Any other related symptoms or other ar	eas of tensio	<b>n</b> ? (headache, ins	somnia, nausea, etc.)
Trauma (emotional, physical), Surgeries	s, accidents, i	njuries, chronic	e illness: (please include date).

Please indicate where your symptoms are occurring & indicate any pain, tenderness, burning, numbness, tingling, stiffness, swelling, bruising, open wounds, scars, etc.



Allergies/Intolerances: (Nuts, oils, food, chemical, environmental, drugs, etc.)\_\_\_\_\_

Medications: (names & dosages) Please attach an additional page if necessary.

Length of workout

#### Vitamins/Supplements/Herbs: \_\_\_\_\_

#### Exercise

Days per week

Diet Meals per day Snacks Caffeinated Drinks Alcohol/week A lot Some A little None Veggies/fruit Meat/seafood  $\square$  $\square$  $\square$ Eggs/nuts/beans  $\square$ Dairy  $\square$ Whole grains  $\square$  $\square$  $\square$ White flour carbs  $\square$ Sugar  $\square$  $\square$  $\square$ Fried foods  $\square$  $\square$  $\square$  $\square$ Please check any conditions you have now or have had in the past. **Personal History** Liver/Gall Bladder Disease Stroke Arthritis Heart Disease High/Low Blood Pressure ]Hypo/Hyperglycemia Kidney Disease Bleeding Disorder Allergies Diverticulitis/IBS Cancer Diabetes Ulcer Seizures/Epilepsy Hepatitis Raynaud's Disease Chronic Fatigue Thyroid Disorder Multiple Sclerosis Anemia Pregnancy Chronic Pain Condition Whooping Cough/TB Alcoholism Gastritis/Pancreatitis Asthma Infertility Emphysema

Type of Activity

Family Medical Hist	COTY F (father), M (mo	other), S (sister), B (brother), GM	۱ (grandmother), GF (grandfather
Diabetes	Seizures	Heart Disease	Stroke
High Blood Pressure	Allergies	Cancer	Asthma

Union Center For Healing Integral PLLC Confidential Please take your time and <u>check</u> if you have had any of these items listed below in the last **year** or you feel they are a significant part of your medical history.

General			
Poor Appetite	Poor Sleeping	Fatigue	Fevers
	Night Sweats	Sweats Easily	Tremors
Cravings	Localized Weakness	Poor Balance	Change in appetite
Bleed/Bruise easily	Weight loss/gain	Peculiar tastes/smells	Dental/gum problems
Muscle weakness/fatigue	Sudden energy drop	Prefer Hot or Cold drink	Cold hands and feet
Skin and Hair			
Rashes	Ulcerations	Hives/Allergic Dermatitis	Itching
Eczema/Psoriasis	Dandruff	Loss of hair	Recent moles
Skin discoloration	Acne	Change in skin/hair texture	<b>Face flushing</b>
Dermatitis	Warts	Fungal Infection	Weak or ridged nails
Head, Eyes, Ears, No	ose, Throat		
Dizziness	Difficulty swallowing	Migraines	Glasses
Eye Strain	Eye pain	Poor night vision	Night Blindness
Color Blindness	Cataracts	Blurred vision	Earaches
Ringing in ears	Poor hearing	Spots in front of eyes	Sinus problems
Nose bleeds	Recurrent sore throats/colds	Grinding teeth	Facial pain
Sores on lips/tongue	Dental problems	☐Jaw clicks/locks/TMJ	Headaches
	Dry mouth	Excess saliva	Head other
Cardiovascular			
Chest pain or pressure	Irregular heart beat	Palpitations at rest	Fainting
Cold hands/feet	Swelling of hands/feet	Blood clots	Phlebitis
Shortness of breath	Varicose/spider veins	Pressure in chest	High blood pressure
Low blood pressure	Spontaneous sweating		
Respiratory			
Cough/Wheezing	Coughing blood	Asthma	Bronchitis
☐ Pneumonia	Pain with deep inhalation	Tight sensation in chest	Difficult inhale/exhale
Difficulty breathing when		Excess Production of phleg	
Gastrointestinal			
Frequency of Bowel Mo	vements		
		ncomplete Undigested Food	
			Constipation
Gas	Belching	Black stools	Blood in stool
	Bad breath	Rectal pain	Hemorrhoids
Bloating	Chronic laxative use	Loose stools (>2 per day)	Abdominal pain/cramps
Changes in appetite	Acid reflux/GERD	Hernia	Poor appetite Excessive
	Significant thirst	IBS/Crohn's Disease	
Genito-Urinary			
Pain on urination	Frequent urination	Blood in urine	Urgent urination
Unable to hold urine	Kidney stones	Scanty flow	Copious flow
	Sores on genitals	Urinary tract infection	Burning urination
Premature ejaculation	Decreased libido	Prostatitis	Dribbling after urination
Nocturnal emission	Pain in testicles	Herpes	Infections
	time? How often?		Excessive libido

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Gynecological/Reproductiv	e			
Difficult/Painful intercourse	Ovarian cysts		Age of first me	nses
Vaginal dryness	Endometriosis		Date of last me	
Vaginal sores	Uterine Fibroids			P/Pelvic
Vaginal discharge	<b>Fibrocystic breas</b>		Number of prea	
Infertility	Polycystic Ovari	an Disease		pic pregnancies
Irregular menstruation	PMS		Number of live	
	Painful menstru			carriages
Type of birth control?	How los	ng?		
Hip pain Muscle	s/Strains pain	Hand/wi Sciatica Muscle v	-	Carpal Tunnel Foot/ankle pain Tendonitis
Back pain Low Middle Up	oper	Bursitis		Rotator Cuff
Neuropsychological				
Seizures Loss of	balance	□Vertigo/I	Dizziness	Areas of numbness
Anxiety/Panic attacks Bad ter			ceptible to stress	Seasonal Affective Disorder
Nervousness ADD/A	ADHD	Manic De	pression	Irritable
Numbness Tics				
Have you ever been treated for emotio	nal problems?	, Subst	tance Abuse?	, Suicide?

## Patient Notification of Qualifications, Scope of Practice & Treatment Consent Form

WA state law requires the East Asian medicine practitioners to inform the public of the practitioners' scope of practice and qualifications. (18.06.130 RCW) The practitioner must give it to each patient in writing prior to or at the time of the initial patient visit. (246-803-300 WAC).

Our <u>qualifications</u> include the following education and license information: Roxane Geller: 2001, EAMP, Bastyr University. License: AC 1869 Victoria Summerquist: 2001, EAMP, Bastyr University. License: AC 0798 Kate Chilson: 2003, EAMP Northwest Institute of Oriental Medicine. License: AC 2310 Samara White, EAMP, Seattle Institute of Oriental Medicine. License AC 60503724 Robin Anderson EAMP: 2015, American College of TCM. License AC 60707201

The <u>scope of practice</u> for an East Asian medicine practitioner in the state of Washington includes the following: (a) Acupuncture, including the use of acupuncture needles or lancets to directly or indirectly stimulate acupuncture points and meridians; (b) of electrical, mechanical, or magnetic devices to stimulate acupuncture points and meridians; (c) Moxibustion; (d) Acupressure; (e) Cupping; (f) Dermal friction technique; (g) Infra-red; (h) Sonopuncture; i) Laserpuncture; j) Point injection therapy (aquapuncture); and (k) Dietary advice and health education based on East Asian medical theory, including the recommendation and sale of herbs, vitamins, minerals, and dietary and nutritional supplements; (l) Breathing, relaxation, and East Asian exercise techniques; (m) Qi gong; (n) East Asian massage and Tui na, which is a method of East Asian bodywork, characterized by the kneading, pressing, rolling, shaking, and stretching of the body and does not include spinal manipulation; and (o) Superficial heat and cold therapies.

# The patient must inform the East Asian medicine practitioner if the patient has a severe bleeding disorder, is pregnant, or has a pace maker prior to any treatment.

**Potential risks** include, but not limited to, temporary pain, bruising, swelling, bleeding, numbness and tingling, and soreness at the needling site that may last a few days. Unusual risks of acupuncture

Union Center For Healing Integral PLLC

include broken needle, dizziness, fainting or nerve damage. Infection is possible, although the clinic uses alcohol and sterile disposable needles and maintains a safe and clean environment.

**Potential risks** of moxibustion health therapy are burns, blistering, or scarring. **Potential risks** of cupping and gua sha, or spooning bruising, redness, or blistering, lasting a few days. I fully understand that there is no implied or stated guarantee of success or effectiveness of a specific treatment or series of treatments.

I will notify the acupuncturist should I become **pregnant** or if I am in the process of trying to get pregnant so that my practitioner can avoid points and herbs that could induce miscarriage. I understand that herbal and nutritional supplements recommended to me by my acupuncturist are safe in the recommended doses. Large doses of herbs taken without my practitioner's recommendation may be toxic, and some herbs are inappropriate during pregnancy. Some possible side effects of herbs are nausea, gas, stomachache, vomiting, headache, diarrhea, rashes, hives and tingling of the tongue. I understand that I must stop taking any herbs and notify my acupuncturist as soon as I experience any discomfort or adverse reactions.

I understand that my acupuncturist may review my medical records and lab reports, but all my records will be kept confidential. If it becomes necessary to share my health information, this will be handled in accordance with the stipulations detailed in the Notice of Privacy Practices document that has been provided to me, and of which I have acknowledged receipt.

I have been informed that I have a right to refuse any form of treatment. I have read, or have had read to me the above consent. I have also had an opportunity to ask questions about its content, and by signing below I agree to the above-named procedures. I also understand there is always a possibility of an unexpected complication and I understand that no guarantee can be made concerning the results of treatment. I intend this consent form to cover the entire course of treatment for my present condition and for any future condition(s) for which I seek treatment. (initial)

Printed Name	Signature	Date
	(Of patient, parent or representative)	

#### **HIPAA Privacy Practices Acknowledgement Form**

Due to new HIPAA compliance statutes, we as a healthcare provider are required to provide you with a Notice of Privacy Practices that describes your rights as a patient and must document that every patient or client has read and received it. The form is found on our website and is available at our center for you to read and take home with you. By Signing below, I acknowledge the receipt of the Notice of Privacy Practices at Union Center For Healing Integral, PLLC.

Printed Name	Signature	Date
(Of patient, parent or representative)		

## **Communication Consent**

We are required (UCFH and the individual provider) to have your consent to communicate via Email, Fullslate (online scheduling), Acusimple, and Text. At this time the emails, text and Fullslate are not encrypted. We are able to communicate with you by each of these forms but need your consent to do so. If you have sensitive health care information you wish to share through email, contact your provider first so we can send an encrypted message.

I consent to communicate by email, text, and Fullslate: Yes \_\_\_\_\_ No \_\_\_\_\_

## Late Cancellation & Missed Appointment Agreement

Please provide 24 hours advance notice of any changes or cancellations unless due to illness or injury. Our fee for appointments that are missed/rescheduled/cancelled with less than 24 hours notice is \$40 for Acupuncture and \$50 for Facial Rejuvination and all Massage Services.

Signature:	Date:

## Your Insurance Information

Coverage is not guaranteed and needs to be verified with your health plan. Although acupuncture is generally a covered service, it is only covered for certain conditions. Our website has an insurance verification form that you can use to contact your insurance to get more information on your benefits.

Name Employer	Date of birth Single Married
<b>PRIMARY INSURANCE</b> : Insurance Name:	
Subscriber ID #( <b>include letters</b> )	Group #
Relationship to insured: Self Spouse/DF	P Child Other
PLEASE FILL OUT INFORMATION BELOW I Name on plan if not self Address (if other than yours)	Date of Birth
Employer	Phone #

If your primary insurance does not cover acupuncture or massage but you have secondary insurance that does. We will be glad to provide you with a superbill for you to submit for reimbursement from your insurance company.

#### MOTOR VEHICLE (PIP) OR L & I:

Claim #	Company	Name
Billing Address:		
Contact Name		Phone number
Date of Injury	Name of insured	
Attorney Name, Address and Phone		

#### PLEASE READ AND SIGN:

In the event that my insurance coverage expires or denies payment, I understand that I am personally, fully responsible for all fees incurred. I agree to release any medical information my insurance company, adjustor, or the attorney involved in my case may need in order to process payment. I assign some benefits to be paid to the above named provider.

Signature \_\_\_\_

## Insurance Billing & Payment Information

Please take your time to read and sign below

We want you to experience your time here with minimal effort. The following information will help you become familiar with the insurance process, referrals, and Evicore. As we are a small complementary care clinic, we do not have a full time office manager. Take a moment to look online and verify your benefits and coverage.

#### YOUR PART:

- Confirm that your insurance covers Acupuncture or Massage, and if you need to obtain any physician referral or prescription prior to your first appointment. An insurance benefit verification form is provided on our website for your convenience.
- Confirm that your insurance plan covers the condition(s) or diagnosis for which you would like to be seen; most plans only cover certain conditions.
- Confirm the number of appointments your insurance plan allows. Keep track of this number.
- Please know the contract is between you and your insurance carrier and you are fully responsible for any amount that they do not pay. Our office does not guarantee that your insurance will pay.
- Keep track of your Evicore visits and expiration dates (some Premera and Regence plans only). Notify us prior to your visit if you need prior authorization on all follow up visits.

MASSAGE Prescriptions/Referrals: Prescriptions are needed for massage prior to the first date of service. Insurance will not cover visits without a prescription. The following information is required: Start & end dates, pain related diagnoses, number of visits, & referring doctor. Most plans only cover specific pain related conditions. Find out what is covered under your plan to be sure the condition you want treated is covered.

**BILLING**: Claims are submitted within 7 business days and usually processed by insurance within 30 days. If we are contracted with your plan, we agree to be paid the contracted rate, which is a set amount. Your financial obligation is the copay, co-insurance, or deductible. For your deductible, you only pay the contracted rate. **Codes billed:** Acupuncture codes billed on your first visit include (99201-99203) and the standard 97810/97811 (1-2 units), or 97813/97814. On some return visits you may also see 99212 which indicates a new condition or further evaluation. Massage is coded 97124 or 97140.

**QUESTIONS about balances/claims**: All calls will be returned within 2 business days. Emailing our center may result in a more timely response. **Admin@unioncenterforhealing.com**. Checking claims online will provide details about any denied visits and may answer your questions more quickly.

**EVICORE**: If your plan contracts with Evicore, we are required to obtain prior authorization. Currently some Premera (Massage) and Regence (Massage and Acupuncture) plans contract with Evicore. We only have 7 days to obtain authorization on a visit. If we do not receive your insurance information and referral (massage only) in time we will not be able to obtain approval for the visits. If Evicore denies your visits you may appeal to your plan directly. As we have online booking, you will need to notify our office if you are coming in so we can obtain approval if you need additional visits covered.

I understand the information above and what I need to provide for insurance processing. Signature:\_\_\_\_\_\_ Date:\_\_\_\_\_

## Your First Visit

#### Patient Handout to Keep

Your first visit will last approximately 90-120 minutes. We will discuss, in detail, your concerns and goals great and small. Since Chinese medicine is a holistic practice, we will ask about the well-being of the different parts of you. After we discuss your concerns, we will feel your pulse, look at your tongue, and perhaps palpate on your abdomen. The pulse, in Chinese medicine, helps tell us about the energy flow in your body. If you are coming in for a pain condition, we may do a little massage, cupping, or moxibustion, in addition to the acupuncture.

Please be sure that you are not hungry when you come in. Try to eat 1-2 hours before receiving acupuncture. If you can, wear loose, comfortable clothing.

All return visits last 50-60 minutes. If you have any questions or concerns please just let us know. Acupuncture is generally very relaxing and gives you a feeling a calm. Enjoy!

## A Little Bit About East Asian Medicine

Chinese medicine, now referred to as East Asian Medicine, is an ancient healing art that has been practiced in China for over 2,500 years. Chinese medicine includes acupuncture, moxibustion, Chinese herbal therapy, dietary recommendations, tui-na (massage), cupping, and lifestyle counseling. Acupuncture is the insertion of fine needles into an acupuncture point along an energetic pathway on the body. The function of acupuncture is to regulate and balance the flow of vital energy (Qi) and blood in the body to harmonize the physical, emotional, mental and spiritual health of an individual.

A practitioner of Chinese medicine diagnoses by examining the relative harmony within the body, mind and spirit. Diagnosis is made by examining how the organs are working on its own and relative to one another. Chinese medicine has evolved from its inception thousands of years ago prior to the modern invention of microscopes and the discovery of cells or the understanding of anatomical structure and physiological processes. Its theories are based on observations in nature and the cycles of life. The practitioner discusses signs and symptoms with the patient, areas of excess and deficiency in the organ system, looks for areas of heat and cold, and evaluates the body fluids.

In modern terms, acupuncture has been shown to stimulate our body's own healing system. Many modern health concerns such as chronic pain, chronic immune dysfunction, endocrine dysfunction and pain may be caused by the breakdown of the body's ability to function. This may happen through poor lifestyle choices, environmental factors, stress, and infection. Acupuncture has been shown to stimulate the body's own healing system to help fight the imbalance. For example, acupuncture stimulates the nervous system which in turn stimulates areas of the brain, spinal cord and muscles to mitigate the pain pathway, the release of hormones or other chemicals in the body to promote healing and balance.

The World Health Organization recognizes over 40 conditions where acupuncture is considered an appropriate treatment. Chinese medicine can strengthen the immune system, increase circulation, regulate hormones, increase energy and reduce stress.

Components of Chinese medicine:

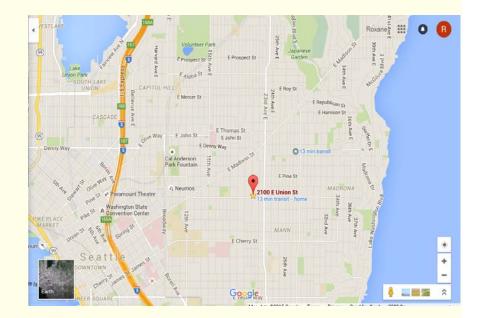
- Treating the body, mind and spirit as one, treating the whole individual.
- Treating the root cause of the disease to stimulate the body's own natural healing systems.
- Promoting the maximum potential for health and well-being of the individual through lifestyle counseling and planning.

#### Training and Licensure:

Acupuncturists in California have been licensed since 1976. Standards of practice are governed by the NCCAOM. In Washington State, practitioners earn a Master's degree with over 3,000 hours of training.

#### Union Center For Healing Integral PLLC Map and Parking

Union Center For Healing 2100 East Union Street Seattle, Washington 98122



For written directions and tips on getting here and avoiding downtown, please see our website:

http://unioncenterforhealing.com/yourfirstvisit/directions.html

We have plenty of off street parking right in front!