

CHRYSALIS ACUPUNCTURE, PLLC

First name _____ Last name _____

Home address _____

Email address (we will never give this out) _____

Cell phone _____ Work phone _____

Date of Birth _____ Age _____

Place of birth (city, state, country) _____

Height _____ Weight: now _____ 1 year ago _____ max _____

Occupation _____ Hours per week _____

Emergency contact name and number _____

Relationship to you _____

Have you ever had acupuncture? If yes, with whom _____

How did you hear about our practice _____

Chief Complaint(s)

Please list your main health concerns, in order of importance

Issue	Duration
1. _____	_____

2. _____	_____
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3. _____	_____
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What type of treatment(s) have you tried for the above health concern(s)

General information

	Yes	No
Do you have any known allergies (to what?)	_____	_____

Do you have a pacemaker	_____	_____
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Are you taking Cumadin/ Warfarin	_____	_____
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Are you taking Eskalith, Lithobid, Lithonate, Lithotabs	_____	_____
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Have you ever been hospitalized for	medical problem	_____
	psychiatric reason	_____

If yes to the hospitalization questions, please list the reason(s) and date(s).

Please list any bones previously broken _____

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Have you traveled out of the country in the last 2 years? If yes, where?

How many hours of sleep do you average per night

If you consume caffeine, what kind and how much? _____

How often do you have bowel movements? _____

Medications

Please list any medications you are taking, including supplements.

Medication	Dosage	Reason	How long
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Family history

Please indicate any significant illnesses you, your parents or your siblings have had.

	Who	What age
Allergies	_____	_____
Anemia	_____	_____
Asthma	_____	_____
Blood disorder	_____	_____
Cancer	_____	_____
Diabetes	_____	_____
Digestive issues	_____	_____
Emotional disorders	_____	_____
Heart disease	_____	_____
Hepatitis	_____	_____
Herpes	_____	_____
High blood pressure	_____	_____
HIV	_____	_____
Immune system issue	_____	_____
Infectious disease	_____	_____
Kidney disease	_____	_____
Liver disease	_____	_____
Rheumatic fever	_____	_____
Seizures	_____	_____
Skin disease	_____	_____
Sexually transmitted disease	_____	_____
Thyroid disease	_____	_____
Tuberculosis	_____	_____
Ulcers/ Colitis	_____	_____
Other	_____	_____

Female patients

Are you pregnant now _____

Have you ever been pregnant _____ If so, number of pregnancies _____ number of live births _____

What age did you begin menses _____

If you suffer from PMS, please describe the symptoms _____

If you are practicing birth control, what method _____

If you have experienced menopause, please list the duration and dates _____

If you are have menopausal symptoms now, please list them _____

If you are on hormone replacements or herbal aids, please list _____

Male patients

Do you have any prostate problems _____

Do you have any reproduction issues (impotence, low sperm count, etc.) _____

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Body systems review

Please mark accordingly.

Past	Current		Past	Current	
___	___	abdominal bloating after food	___	___	heartburn/acid reflux
___	___	low appetite	___	___	bruise easily
___	___	loose stools	___	___	thirst
___	___	mouth sores	___	___	fatigue after eating
___	___	ravenous appetite			
___	___	spontaneous sweating	___	___	shortness of breath
___	___	allergies	___	___	cough
___	___	asthma	___	___	nasal discharge
___	___	general weakness	___	___	sinus congestion
___	___	dry nose/mouth/skin/throat	___	___	feel worse after exercise
___	___	catch colds easily			
___	___	sore, cold or weak knees	___	___	infertility
___	___	low back pain	___	___	ear problems
___	___	frequent urination	___	___	hair loss
___	___	early morning diarrhea	___	___	low libido
___	___	impaired memory	___	___	feel cold
___	___	muscle spasms/twitches	___	___	ear ringing
___	___	alternating diarrhea/constipation	___	___	symptoms worse with stress
___	___	neck/shoulder tension	___	___	irritable
___	___	numb extremities	___	___	anger easily
___	___	dry or red eyes	___	___	feel better after exercise
___	___	feel heart beating	___	___	sores on tip of tongue
___	___	insomnia	___	___	disturbing dreams
___	___	anxiety	___	___	headaches
___	___	chest pain	___	___	restlessness
___	___	chest pain traveling to shoulder			
___	___	see floaters in eyes	___	___	nausea
___	___	heat in palms or soles	___	___	night sweats
___	___	feeling of heaviness	___	___	cloudy urine
___	___	foggy thinking/muzziness	___	___	feel hot
___	___	dizzy upon standing			

Emotional review

Please check the appropriate boxes and indicate any issues you may be experiencing.

	Great	Good	Fair	Poor	Bad	Your comments
Significant other	___	___	___	___	___	_____
Sex	___	___	___	___	___	_____
Work	___	___	___	___	___	_____
Family	___	___	___	___	___	_____
Nutrition/Food	___	___	___	___	___	_____
Exercise	___	___	___	___	___	_____
Self	___	___	___	___	___	_____
Spirituality	___	___	___	___	___	_____

Thank you for your time and patience in completing this form.

CHRYSALIS ACUPUNCTURE, PLLC
Patient Information & Consent Form

Acupuncture has been practiced for thousands of years and is a safe procedure. Only sterile, disposable needles are used in this practice. I understand that methods of treatment may include, but are not limited to: acupuncture, moxibustion, cupping, gua sha, electrical stimulation, tui na (Chinese massage), and Chinese or western herbal formulas and nutritional counseling according to Chinese medicine.

I have been informed that acupuncture is a safe method of treatment, but that it may have side effects including bruising, numbness or tingling near the needling sites that may last a few days, and dizziness or fainting. Bruising is a common side effect of cupping and gua sha. Slight, superficial burns are a possible side effect of moxibustion. Extremely unusual risks of acupuncture include pneumothorax and organ puncture.

The herbs and nutritional supplements (from plant, mineral and animal sources) recommended are traditionally considered safe in the practice of Chinese medicine, although some may be toxic in large doses. I understand that herbs need to be consumed according to the instructions, and that some herbs may have an unpleasant taste or smell. I will immediately notify the acupuncturist of any unpleasant side effects such as gastrointestinal upset or unpleasant effects. I understand that some herbs may be inappropriate during pregnancy, and I will notify the acupuncturist who is caring for me if I become pregnant.

With regard to the outcome, usually the person's symptoms are ameliorated after the treatment. If they are unchanged, more or different treatment is needed. Uncommonly, a symptom will get worse after the treatment as the energy moves through an area of blockage. Thereafter, once the energy moves freely, the relief is usually significant.

I do not expect the acupuncturist to be able to anticipate and explain all possible risks and complications of treatment, and I wish to rely on the acupuncturist to exercise judgment during the course of treatment which the acupuncturist thinks at the time, based upon the facts then known, is in my best interest. I understand that results are not guaranteed.

*I will let the practitioner know if I am pregnant or trying to get pregnant. This will influence the placement of the needles and herb choices.

Cancellation Fee Policy: If it is necessary for you to cancel, please give us **24 HOURS NOTICE**, as it is difficult to fill appointment slots on short notice. If you cancel with less notice, you will be charged the full fee of the visit (\$150 for the initial, \$90 for subsequent visits). Your cooperation is appreciated.

Insurance. We do not accept health insurance, but we will provide you with a receipt with insurance coding that you may submit to your provider.

Signed consent for treatment:
I have read the above information and agree to treatment.

Name: _____ Date _____

We are committed to your health and well being. We know that Traditional Oriental Medicine has a great deal to offer as a health care system. However, it cannot totally replace the resources available through biomedical physicians. We recommend that you consult a physician regarding any condition or conditions for which you are seeking acupuncture treatment. To comply with Article 160, Section 8211.1 of NYS Education Law, we request that you read and sign the following statement:

We, Chrysalis Acupuncture, PLLC, do affirm that the patient has been advised to consult a physician regarding the condition or conditions for which such patient seeks acupuncture treatment.

Patient signature _____ Date _____

Licensed Acupuncturist _____ Date _____

My signature below indicates that a written copy of the Privacy Practices of Chrysalis Acupuncture, PLLC, have been provided to me. I have also been informed that if I require additional information about this notice I may contact Chrysalis Acupuncture, PLLC.

Print name _____

Patient signature _____

Date _____

CHRYSALIS ACUPUNCTURE, PLLC

103 St. Marks Place
New York, NY 10009
(212) 253-1330
ChrysalisAcupuncture.com

PRIVACY PRACTICES

This notice contains important information about our clinic privacy practices. This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

What is this notice

The acupuncture clinic of Chrysalis Acupuncture, PLLC, must collect, maintain and use Non-public Personal Information (NPI) on patients, before providing them with our service. We consider this information private and confidential and have policies and procedures in place to protect the information against unlawful use and disclosure. This notice describes what types of information we collect, explains when and to whom we may disclose it, and provides you with additional important information as to our legal duties and privacy practices. It also describes your rights to access and control your NPI. Chrysalis Acupuncture, PLLC, is required to abide by the terms of this notice. However, we may modify the terms of this notice at any time, and the new notice will be effective for all NPI in our possession at the time of the change, and any treated received thereafter. The information collected by our office is used, maintained, and protected by federal law, The Health Insurance Portability and Accountability Act (HIPAA). Our office does not disclose NPI to anyone, except with your authorization, or otherwise, as permitted by the above law. If you believe your privacy rights under the HIPAA act have been violated, you can submit a written complaint to this clinic's Privacy Office, Chrysalis Acupuncture, PLLC, 103 St. Marks Place, New York, NY 10009. You may also complain to the Secretary for Health and Human Services if you believe your privacy rights have been violated. There will be no retaliation for filing a complaint.

What is "non-public personal information" (NPI)

Non-public personal information (NPI) is information that identifies you as an individual and relates to your participation in treatment, your physical or mental health/condition, the provision of treatment or healthcare to you or payment to the institute for the provision of services provided to you.

How does this clinic protect patients' NPI

- We restrict access to NPI to members of our workforce (staff and trainees) who need to provide care or services to you or are engaged in our clinic's operations.
- We maintain physical and procedural safeguards to protect your information against unauthorized access and use.
- We have assigned a Privacy Officer who has overall responsibility for developing privacy procedures, educating our workforce, and overseeing the implementation and enforcement of policies and procedures to safeguard your health information against inappropriate access, use and disclosure, consistent with applicable law. You may contact the Privacy Officer, Chrysalis Acupuncture, PLLC, at 103 St. Marks Place, New York, NY 10009 or by calling (212) 253-1330.

How does this clinic use NPI, and for what purposes

Treatment: We may use or disclose your NPI in order to provide you with services and treatment you require or request. We are also permitted to disclose this information within and among our workforce in order to accomplish the same process. However, we are required to limit such uses or disclosures to the minimal amount that is required to provide those services or to complete these activities. Some example of service related disclosure include: the provision, coordination or management of health care and related services by health care providers; consultation between health care providers relating to a patient; referral of a patient for health care from one health care provider to another.

Payment: We may use and disclose NPI so that treatment and services you receive may be billed to and payment collected from you or a third party. For example, we may complete and submit to your healthcare plan or insurance company a description of treatment provided to you. We also may use and disclose your NPI to obtain payment from other third parties that may be responsible for the costs, such as family members.

Health Care Operations: We may also use and disclose NPI to perform health care operations. This is necessary to make sure that all of our patients receive quality care. For example, we may use and disclose NPI for the following: to review our treatment and services and to evaluate the performance of our staff and trainees; to develop clinical guidelines; to inform patients of treatment alternatives; for case management and care coordination as well as general administrative activities such as customer service.

What uses and disclosures do not require your authorization

Below are some examples of circumstances under which we are permitted by law to use or disclose your NPI without your authorization.

Business Associates: We may contract with outside individuals and organizations that perform business services for us, such as billing, management consultants, accreditation organizations, quality assurance reviewers, accountants or attorneys. In certain circumstances, we may need to share your information with a business associated so it can perform a service on our behalf. Our clinic will limit the disclosure of information to a business associate to the amount of information that is the minimum necessary for the business associate to perform services for us. In addition, we will have a written contract in place with the business associate requiring it to protect the privacy of your information.

As required by Law: We will disclose NPI when required by federal, state or local law. We may disclose NPI to public health authorities that are authorized by law to collect information for the purpose of:

- Reporting child abuse or neglect
- Notifying appropriate government agencies and authorities regarding the potential abuse or neglect of an adult patient (including domestic violence)
- Preventing or controlling disease, injury or disability
- Notifying a person regarding the potential risk for spreading or contracting a disease or condition
- Reporting reactions to drugs or problems with products or devices
- Notifying individuals if a product or device we may be using has been recalled
- Notifying your employer under limited circumstances related primarily to workplace injury or illness or medical surveillance

**You are welcome to take this with you.
If you choose not to, we use them again.**

CHRYSALIS ACUPUNCTURE, PLLC

Health Care Oversight Activities: We may disclose NPI to a health oversight agency for activities authorized by law. Oversight activities can include some of the following: investigations, inspections, audits, surveys, licensure and disciplinary actions; civil administrative and criminal procedures or actions; or other activities necessary for the government to monitor compliance with civil rights laws and the health care system in general.

Lawsuits and Disputes: We may use and disclose NPI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your NPI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain a court order protecting the information the party has requested.

Law Enforcement: We may disclose NPI if asked to do so by a law enforcement official as part of law enforcement activities, in investigations of criminal conduct at our institute or of victims of crime, in emergency situations to report a crime (including the location or victim(s) of the crime, or the description, identity or location of the perpetrator); or when required to do so by law.

Serious Threats to Health or Safety: We may use and disclose your NPI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.

Military: We may use and disclose NPI if you are a member of United States or foreign military forces (including veterans) and if required by the appropriate military command authorities.

Protective Services for the President, National Security and Intelligence Activities: We may use and disclose NPI to federal officials for intelligence and national security activities authorized by law. We also may disclose your NPI to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations.

Worker's Compensation: We may release NPI for worker's compensation or similar programs.

Your rights governing the information we collect, use and maintain

The Right to Inspect and Copy: You have the right to inspect and obtain a copy of your NPI that we maintain and have in our possession, including treatment records and billing records. If you request copies, we will charge you a fee for the costs of copying, mailing, labor and supplies associated with your request. To inspect and copy your NPI, you must submit your request in writing to Chrysalis Acupuncture, PLLC, 103 St. Marks Place, New York, NY 10009. By law you may inspect and obtain copies of your NPI, contained in your designated records, except for the following:

- Psychotherapy notes
- Information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding
- Health information maintained by us to the extent to which the provision of access to you would be prohibited by law.

We will reasonably attempt to accommodate any request for NPI excluding the information as to which we have a ground to deny access. Upon denial of a request we will provide you with a written denial specifying the legal basis for denial, a statement of your rights, and a description of how you may file a complaint with us.

The Right to Amend or Correct NPI: If you feel that any NPI we have about you is not correct or incomplete, you may ask us to correct or amend the information. We keep your information for seven (7) years. You have the right to request an amendment within this time. To request an amendment, your request and the reason that supports the request must be made in writing to Chrysalis Acupuncture, PLLC, 103 St. Marks Place, New York, NY 10009. Our office reserves the right to deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us
- Is not part of the medical information kept by us
- Is not part of the information which you would be permitted to inspect and copy
- Is accurate and complete

The Right to an Accounting or Disclosures: An accounting of disclosures is a list of the disclosures we have made, if any, of your NPI. You have the right to request an accounting of disclosures made by us. This right applies to disclosures for purposes other than those made to carry out treatment, payment and health care operations as described in this notice. It also excludes communications of NPI made to you or disclosures authorized by you. Your request must be made in writing and state a time period that cannot be longer than six (6) years. We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

The Right to Receive Communications of NPI by Alternative Means or at Alternative Locations: You have the right to request that we communicate with you about your treatment and related issues in a particular manner or at a certain location. For example, you may ask that we contact you at work rather than at home. We will accommodate all reasonable requests made in writing.

The Right to Request Restrictions: You have the right to request a restriction or limitation on the NPI we use or disclose about you for treatment, payment or health care operations as described in this notice. You also have the right to request a limit on the treatment information we disclose about you to someone who is involved in your care or the payment for your care (like a family member or friend). Our office is not required to agree to your request, however, if we do agree, we will comply with your request until we receive notice from you that you no longer want the restriction to apply. Any request for a restriction on our use and disclosure of your NPI must be made in writing to the address below. Your request must describe in a clear and concise manner: (a) the information you wish restricted; (b) whether you are requesting to limit our use, disclosure or both; and (c) to whom you want the limits to apply.

The Right to Provide an Authorization for Other Uses and Disclosures: We will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of your NPI may be revoked at any time in writing to the address below. After you revoke your authorization, we will no longer use or disclose your NPI for the purposes described in the authorization, except under the following circumstance: We have taken action in reliance upon your authorization before we received your written revocation.

The Right to Obtain a Paper Copy of This Notice: You have the right to obtain a paper copy of this notice of privacy practices at any time by contacting our office:

Chrysalis Acupuncture, PLLC
103 St. Marks Place
New York, NY 10009
(212) 253-1330