

HILARY BACK, ND, LAc Naturopathic Doctor Licensed Acupuncturist

Dear New Client:

It is extremely helpful if you prepare some information before your first appointment, to ensure that the visit is as thorough and useful as possible. Enclosed is a questionnaire and a diet diary form. **Please complete the questionnaire** and fill out the diet diary for any three days in a row between now and your scheduled visit. The diet diary is both a list of what you eat meal by meal and brief notes on how you felt on those days. If existing symptoms are worse at any particular time, please note when.

If another provider has ordered laboratory work in the previous twelve months, please call their office and ask that a copy of the results be sent either to you or to us, hopefully before the first visit.

Thank you for putting your time into this preparation. Please remember to bring the new patient paperwork with you to your appointment. You can also email the paperwork to support@backtobalancedoc.com. These forms greatly facilitate the visit.

If you need to cancel this appointment, please call 24 hours in advance. Barring emergencies, there will be a \$300 charge for missed first appointments that are not canceled 24 hours in advance.

I look forward to meeting you.

Sincerely,

Hilary Back, ND, LAc

Education

Hilary Back, ND, LAc., obtained her degrees from National College of Naturopathic Medicine (2000), currently National University of Natural Medicine. She received a Doctor of Naturopathic Medicine and a Masters of Science in Oriental Medicine. The program is a four-year doctorate and a three-year masters program, completed simultaneously in five years. She received a Diplomat of Acupuncture from the NCCAOM (2000). She is a member of NCCAOM as well as the AANP and the CoAND. She is registered / licensed in the state of Colorado as a naturopathic doctor, registration # 0003 and as an acupuncturist, license # 637. Dr. Back has been trained to treat with acupuncture and Chinese herbs as well as all naturopathic modalities.

Fee Schedule

Initial Naturopathic/Acupuncture Consult: \$600

Follow up appointments: \$300

Follow up Acupuncture: \$150 - \$300

Cosmetic Acupuncture: \$300

Initial Naturopathic Manipulation: \$150

Follow up Naturopathic Manipulation: \$75

If any visit exceeds the allocated time, you will be charged at the rate of \$300 per hour.

Consultation phone calls will be charged at \$75 per fifteen minutes. Excessive time spent reading letters, e-mails, faxes and responding to them will be charged at \$75 per fifteen minutes.

All clients are asked to pay in full at the time of visit, even if you have insurance coverage. We will provide you receipts to send into your insurance carrier for your reimbursement.

<u>24 Hour notice is required for all cancellations.</u> The first time you will be billed half of your appointment fee. Future cancellations in less than 24 Hours will be billed in full. All expenses for supplements and herbs are in addition to the cost of the treatment.

I have read the above information and r	ny signature endorses my understanding of the conditi	ions
Signature	 Date	-

Back to Balance 20 N 4th Street, Carbondale, CO 81623 DISCLOSURES AND INFORMED CONSENT

WELCOME. We are honored to be a part of your journey to better health.

SERVICES: Naturopathic Medicine and Acupuncture are branches of the healing arts distinct from other branches. Our services include the prevention, evaluation, diagnosis, and treatment of injuries, diseases, and conditions through education, nutrition, naturopathic preparations, natural medicines, physical medicine, physical agents, acupuncture, and other therapies and modalities designed to support the body's natural healing processes. Our Naturopathic Doctors (ND) are registered under the Colorado Naturopathic Doctor Act. They are not Medical Doctors (MD), Doctors of Osteopathy (DO), Doctors of Chiropractic (DC), or Doctors of Nursing (DNP) who are licensed under separate practice acts. As Naturopathic Doctors in Colorado, we do not prescribe, dispense, administer, or inject controlled substances (including general or spinal anesthetics) or practice medicine (including performing surgery, obstetrics, or administering ionizing radiation therapy). The only adjustments, manipulations, and mobilizations we perform are naturopathic manual therapies. We cannot recommend against a course of care recommended or prescribed by a licensed provider in another branch of the healing arts. We recommend that our pediatric patients follow the CDC immunization schedule (copy attached) and have a relationship with a licensed pediatric health care provider. We offer Acupuncture and Naturopathic Medicine to patients of all ages.

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ALTERNATIVES AND COLLABORATION: Alternatives to Naturopathic Medicine and Acupuncture include declining such care and consulting with others such as an MD, DO, DC, or DNP. Naturopathic Medicine and Acupuncture are not a substitute for other types of health care and we encourage you to seek second opinions, have a relationship with an MD or DO, to communicate with all your providers about the care recommended in our office, and to authorize us to attempt to collaborate with your other providers. If applicable, please identify the provider with whom we should attempt to collaborate: Provider: Phone: Phone:
RISKS: Naturopathic Medicine and Acupuncture are generally considered safe but may involve some risks including, without limit: all of the risks disclosed with any preparations or medicines; allergic reaction; infection; pain or discomfort; weakness, fainting, or nausea; skin irritation, discoloration, or scarring; aggravation of symptoms; mood changes; and rarely, neurological injury. There have also been instances reported of spontaneous miscarriage, and pnueomothorax. Naturopathic Medicine may adversely interact with specific drugs and may be inappropriate during pregnancy. Naturopathic manual therapies involve risks including, without limit, fractures, disc injuries, dislocations, and sprains. Additionally, hidden conditions may exist that are not detectable through examination. This may include spinal tumors, weak or occluded arteries, and aneurysms. Accordingly, some people are at risk for stroke or vascular injuries as a result of manual therapies.
EMERGENCIES: If you are having a medical emergency, do not wait to seek care. Call 911.
NO GUARANTEE: Every individual responds to care differently and no guarantee or assurance is made as to the results of care in any specific case, as care may not improve your condition.
PAYMENT, INSURANCE, AND REFUNDS: Our fee schedule is attached. Payment for services is not conditional on response to care. There is no guarantee of insurance coverage. Any insurance you have is an agreement between you and your insurance carrier and you are responsible for payment of services, whether or not they are covered by insurance. You may terminate care at any time. Prorated fees for unused, prepaid services will be refunded; however, no refunds are available for product purchases.
RIGHTS : You are entitled to receive information about your provider's credentials (attached), the methods of therapy, the techniques used, and the duration of therapy, if known. In a professional relationship, sexual intimacy is never appropriate and should be reported to the director of DORA. We are regulated by DORA (1560 Broadway, #1350, Denver, CO 80202 303-894-7800) and comply with CDPHE rules and regulations, including needle cleaning and sterilization and office sanitation.
DO NOT SIGN UNLESS YOU HAVE READ AND FULLY UNDERSTAND! I have read and fully understand this consent form, and understand that I should not sign this form if any of my questions have not been explained to my satisfaction or if I do not understand any of the terms or words.
Patient or Person with Authority to Consent Date

Back to Balance

20 N 4th Street, Carbondale, CO 81623 www.backtobalancedoc.com

NOTICE OF PRIVACY PRACTICES AND ACKNOWLEDGEMENT

This notice describes how your health information may be used and disclosed.

Please Review it carefully.

Your Rights

- You have certain rights with respect to your health information, subject to legal limitations, including:
- Obtaining an electronic or paper copy of your record. We will provide a copy or summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
- Asking us to correct incorrect or incomplete information. We may say "no," but if we do, we'll tell you why in writing within 60 days.
- Requesting confidential communications or asking us to contact you in a specific way (e.g., home or office phone) or to send mail to a different address. We will say "yes" to all reasonable requests.
- Asking us to limit what we use or share for treatment, payment, or our operation. We are not required to agree to your request, and we may say "no." If, however, you pay for a service or item out-of-pocket in full, you can request that we not share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.
- Obtaining a list (accounting) of those with whom we've shared your information for six years prior to the
 date you ask, who we shared it with, and why. The list will not include disclosures for treatment,
 payment, and health care operations, and certain other disclosures (e.g. made at your request). We'll
 provide one accounting a year for free, but will charge a reasonable, cost-based fee if you ask for
 additional accountings.
- Obtaining a paper copy of this notice at any time, even if you agreed to receive the notice electronically.
- Designating someone to act for you. If you have a medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act on your behalf before we take any action.
- Filing a complaint if you feel we have violated your rights by contacting: Privacy Officer, 20 N 4th Street, Carbondale, CO 81623, 970-963-6500, or help@backtobalancedoc.com; or U.S. Department of Health and Human Services Office for Civil Rights, 200 Independence Ave, S.W., Washington, D.C. 20201, 1-877-696-6775, www.hhs.gov/ocr/privacy/hipaa/complaints. We will not retaliate against anyone for filing a complaint.

Your Choices

- You have the right and choice to have us share information with family, friends, or others involved in your care; share information in a disaster relief situation; or include your information in a hospital directory.
- We will not sell your information or share it for marketing unless you give us written permission. We may, however, contact you for fundraising efforts, but you can tell us not to contact you again.
- We will not share psychotherapy notes unless you give us written permission.

If you are not able to tell us your choice, we may share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

Our Uses and Disclosures

- We can use your health information and share it with others for treatment, payment, and health care operations. This includes sharing information with others who are treating you, to bill and get paid, and to run our practice and improve care.
- We are also allowed or required to share your information in other ways, such as:
 - Providing you with information related to your health;
 - Contacting you regarding appointments, treatment alternatives, or other health related services;
 - Incidental uses or disclosures (e.g., listing your name on a sign-in sheet, etc.);

- Compliance with all laws (including reports of adverse reactions, suspected abuse, neglect or violence);
- Providing information to law enforcement or correctional institutions;
- Providing information to a coroner, medical examiner, funeral director, or for organ procurement;
- Public health activities when requested by a public health authority or the FDA.
- Responding to health oversight agencies;
- Responding to court or administrative orders, subpoenas, discovery requests or lawful process;
- Research activities;
- When necessary to avert a serious threat to health or safety;
- Military affairs, veterans affairs, national security, intelligence, Department of State, or presidential protective service activities;
- Providing information regarding your location, general condition or death to disaster relief agencies;
- Providing information for workers' compensation claims; or
- Informing a family member, other relative, or close personal friend when:
 - Information is relevant to the individual's involvement with your care;
 - Notification of your location, general condition or death;
 - To assist in your heath care (pick-up prescriptions or documents, follow-up care instructions, etc.).
- Our practice will make other uses and disclosure of your protected health information only after obtaining your written authorization. If you authorize a use not contained in this notice, you may revoke your authorization at any time by notifying us in writing.

Our Responsibilities

- We are required to maintain the privacy and security of your protected health information and to let you know promptly if a breach occurs that may compromise the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us in writing that we can. If you tell us we can, you may change your mind at any time, but please let us know in writing if you change your mind.

Changes to the Terms of this Notice

Patient Acknowledgement

We reserve the right to change the terms of this notice. The newly effective notice will be posted in our office, on our website, and will be available upon request. This Notice is effective September 23, 2013.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

I acknowledge receiving a copy of this notice regarding the use and disclosure of my health information. Signature of Patient/Legal Guardian Date Print Legal Guardian Name (if necessary) Print Patient Name (required) INTERNAL PRACTICE USE ONLY: ________ refused to sign. Signature of Practice Representative Date

PERSONAL INFORMATION

Name	Date o	of First Visit
Parent/Guardian Name if you	are a minor:	
Physical Address		
Mailing Address		
		Zip Code
Telephone # (home)	(work)	(cell)
		Fax #
Age Date of Birth (M/D	/Y) Gender:	female male
Occupation	Hours per week	Employer
Marital Status		
Next of kin or other to reach i	n an emergency	
Relationship	Phone #	
HEALTH OVERVIEW		
Name of current general prac	titioner (MD/DO)	
GP's contact information		
When was your last visit to yo	our GP?	
What was the reason?		
Are you seeing a medical spe	ecialist? Yes No	
If yes, for what reason?		
Name of specialist		
		e? If yes, what?
What is the main reason for y	our visit today?	
What are your most importan	t health problems? List as	many as you can in order of importance.
1		
2		
3		
4		
5		
Referred by?		

HEALTH HISTORY QUESTIONNAIRE

FAMILY HISTORY

FAMILY HISTORY						
Do you have a family history of any of the follo	owing (please indicate which relative(s) and any specific					
Cancer						
Kidney Disease						
Tuberculosis						
Asthma/Hayfever/Hives						
Diabetes						
Epilepsy						
Stroke						
Arthritis						
Heart Disease						
High Blood Pressure						
High Cholesterol						
Anemia						
Any other relevant family history?						
CHILDHOOD ILLNESSES (please check) Chicken Pox Measles Mumps	Rheumatic Fever Scarlet Fever Diphtheria					
German Measles (Rubella)						
MMUNIZATIONS (please check)	I De de const					
Polio	Pertussis					
Tetanus shot: when?	Diphtheria					
Measles/Mumps/Rubella	Travel Related:					
Vhat hospitalizations or surgeries, X-rays, CA	•					
year:						
year:						
year:						
year:	year:					

ALLERGIES / SENSITIVITIES

Are you hyperconsitive or ellergie to:	IIIVIIIES		
Are you hypersensitive or allergic to:			
Any foods?			
Any foods?Anything environmental or chemicals?			
Anything environmental or orienticals:			
CURRENT MEDIC	ATIONS		
Do you take or use? (please check)			
Laxatives	Thyroid medication		
Cortisone	Antacids		
Tranquilizers/Sleeping pills	Antibiotics		
Pain relievers	Birth control pills/ Hormones		
Appetite suppressants			
Please list any prescription medications, over the coun	ter medications, vitamins or other		
supplements you are taking:			
1) 5)			
2)6)			
3)			
4) 8)			
GENERAL			
Height Weight lbs. We			
Max Weightlbs. When? Min Ac			
When during the day is your energy the best? worst?			
DEVIEW OF SVS	TE140		
REVIEW OF SYS			
Please check any of the following conditions you curre	iffly flave of flave flau in the past that you		
feel are a significant part of your medical history.			
LIFESTYLE			
Alcohol, how much?	History of Smoking		
-How often?	-How many packs per day?		
Marijuana	-How many years?		
Recreational Drugs	Occupational Hazards		
	Stress		
Any major traumas? (please explain)			

MENTAL/EMOTIONAL

Treated for emotional problems	Depression
Mood swings	Anxiety or nervousness
Considered/attempted suicide	Tension/stress
Poor Concentration	Memory Problems

SLEEP

How many hours do you sleep per night?	Do you have trouble falling asleep?
Do you wake rested?	Do you remember your dreams?
Do you wake in the middle of the night?	Do you have nightmares?
If so, can you fall back to sleep easily?	What position do you sleep in?

ENDOCRINE

Thyroid problems	Heat or cold intolerance
Hypoglycemia	Diabetes
Excessive thirst	Excessive hunger
Fatigue	Easy weight gain
Previous diagnosis of endocrine problem?	Hair loss
If yes, what?	

IMMUNE

Chronic fatigue	Chronic infections
Chronically swollen glands	Slow wound healing
Reaction to vaccines/immunizations	Night Sweats

SKIN

Rashes	Eczema, Hives
Acne/boils	Itching
Color change	Changes in Hair/Nails
Lumps/growths	Skin Cancer? What type

HEAD

Headaches? Where?	Head injury
Migraines	Jaw/ TMJ problems

EYES

Spots in eyes/ Floaters	Tearing or dryness
Impaired vision	Itchy eyes
Blurriness	Red eyes
Color blindness	Eye strain or pain
Double vision	Cataracts
Glasses or contacts	Glaucoma

EARS

Impaired hearing	Ringing in the ears/ Tinnitus
Earaches	Dizziness or vertigo

NOSE AND SINUSES

Frequent colds	Nose bleeds
Stuffiness	Hayfever
Sinus problems	Loss of smell
Congestion	Post-nasal drip

MOUTH AND THROAT

Frequent sore throat	Copious saliva
Teeth grinding	Sore tongue/lips
Gum problems	Hoarseness
Dental cavities	Jaw clicks

NECK

	Lumps	Swollen glands
	Goiter	Pain or stiffness

RESPIRATORY

Cough	Sputum
Spitting up blood	Wheezing
Asthma	Bronchitis
Pneumonia	Pleurisy
Emphysema	Difficulty breathing
Pain on breathing	Shortness of breath
Positive TB test ever?	Shortness of breath lying down
	Shortness of breath at night

CARDIOVASCULAR

Heart disease		Swelling in ankles
High/low blood pressure		Palpitations/Fluttering
Rheumatic Fever		Murmurs
Blood clots		Fainting
Phlebitis		High Cholesterol
Angina		Chest Pain
Have you ever been diagnosed with a hear	probl	em? If so, what?

GASTROINTESTINAL/DIGESTION

Trouble swallowing	Constipation
Reflux	Diarrhea
Heart burn	Blood, Mucus or undigested food in stool
Nausea	Bowels move how often?
Vomiting/Vomiting blood	Is this a change?
Change in appetite?	Black/very dark stools
Change in thirst?	Hemorrhoids
Belching	Colon polyps
Gas and/or bloating	Gallbladder disease
Ulcer	Jaundice
Abdominal pain or cramps? Upper or	Liver disease
lower abdomen?	

URINARY

Pain on urination	Frequent Infections? Bladder or Kidney?
Increased frequency	Frequency at night? How often?
Urgency/inability to hold urine	Kidney stones

NEUROLOGIC

Seizures	Fainting
Muscle weakness	Numbness or Tingling
Tremors	Loss of memory
Paralysis	Difficulty Concentrating

MUSCULOSKELETAL

Joint pain or stiffness	Arthritis
Broken bones	Weakness
Muscle spasms or cramps	Sciatica

BLOOD/PERIPHERAL VASCULAR				
What is your blood type?				
Easy bleeding or bruising	Anemia			
Deep leg pain	Cold hands/feet			
Varicose veins	Thrombophlebitis			
FEMALE REPRO	DDUCTION/BREASTS			
Age menses beganLength of co	omplete menstrual cycle (day 1 to day 1)			
# of days of menstrual flowA	Age of last menses (if menopausal)			
Date of last menses				
Date of last annual exam/PAP (M/D/Y)				
Irregular cycles	Abnormal PAP? When?			
Bleeding between cycles	Cervical dysplasia			
Cramps? If so, when?	Endometriosis			
Color of your blood?	Ovarian cysts			
Clotting? If so, what color?	_ Uterine fibroids			
Is your flow: scant/ normal/ excessive	Sexually active			
PMS: breast tenderness, craving carbs,	Sexually Transmitted Disease: Which			
bloating, irritability	one(s)?			
Vaginal discharge	Painful Intercourse			
Menopausal symptoms	Sexual difficulties			
Breast lumps	Birth Control: type			
Breast pain/tenderness (other than PMS	S) Difficulty conceiving			
Nipple discharge				
Number of pregnancies	Number of live births			
Number of miscarriages Number of abortions				
Do you do self exams of your breasts? Yes No				
How often?				
Have you had a hysterectomy? Yes No				
If yes, how old were you?				

MALE REPRODUCTION

Hernias	Discharge or sores
Testicular Masses	Difficulty starting or stopping urination
Testicular Pain	Impotence
Prostate problems or disease	Premature ejaculation
Sexually active	Birth Control:type
Sexually Transmitted Disease: Which	Do you do self testicular exams? How
one(s)?	often?

Sexually Transmitted Disc	ease: Which		Do you do self testicular exams? How	
one(s)?			often?	
			<u> </u>	
D	EATING H	ABIT	S	
Please check: Yes No Dairy products suc	h as milk voqurt o	hoose	o etc	
	7,10			
	Fish or fowl such as tuna, chicken, turkey (circle which ones)			
	Eggs (free range or caged – please circle)			
-	Commercially canned food			
Yes No Refined cereals or Yes No Vegetables	products made with	ii iiou	i – pasia, bread etc.	
Yes No Fruit				
Yes No Whole grains such	as brown rice, mille	et, oa	ts	
How often you consume these it	ems:			
Sweetener (sugar, honey, maple	e syrup, etc.)			
Pop, soft drinks				
Pastries, donuts, cookies, cake_				
Pasta and/or bread			·	
Ice cream				
Coffee			· · · · · · · · · · · · · · · · · · ·	
Tea, caffeinated (green or black)			
Nutrisweet (including diet sodas)			
Preserved meats (cold cuts/lunc	h meats, hot dogs,	etc)		
Do you sleep on a waterbed?	Do you use a	n ele	ctric blanket?	
Do you drink filtered water, bottl	ed water or from th	e tap	?	
Do you use anti-perspirant? Deodorant?				
What brand?				
Please list any chemicals, metal	s, dusts or fumes y	ou ar	re or were repeatedly exposed to. Please	
include dates of exposure:				
Ilan after de con accesion and	h0		· · · · · · · · · · · · · · · · · · ·	
How often do you exercise, and	now?			
Names and ages of your children				
realities and ages or your enliaters				
Do you have any pets?				

DIET DIARY

Please list everything you eat or drink for three full, consecutive days. Please note how you feel on these days, if symptoms get better or worse etc.

	DAY 1	DAY 2	DAY 3		
Breakfast					
Lunch					
Dinner					
		/ELLNESS GOALS			
		our problems?			
Any other co	omplaints:				
Would you li	ike improvement with any o	f the following?:			
Digest	ion: Reflux, Gas, Constipati	on			
Sleep:	Falling asleep or staying as	sleep			
Sense	of Well Being				
Energy					
What have you tried doing to resolve this problem that did not work?					
Have you become discouraged or stressed about handling this problem?					
When your problem is at its worst, how does it make you feel?					

How does this problem interfere with the following areas in your life?					
Work:					
Family:					
Hobbies:					
Life:					
When a problem is at its worst, how much older do					
Do you know how this problem may have started?					
What effect does this have on your body functions?					
Are you here visiting us to: Resolve my immediate problem Life style program for optimized living Other:					
How have you taken care of your health in the pa	st? Please check				
Medications	Holistic				
Routine medical	Vitamins				
Exercise	Chiropractic				
Diet and Nutrition	Other:				
How did the previous methods work for you? What are you afraid this might be or will be affective.					
Jobs	Freedom				
Kids	Future abilities				
Marriage	Finances				
Sleep	Time				
Are there any health conditions you are afraid this					
Diminished future abilities	Surgery				
Stress	Arthritis				
Weight gain	Cancer				
Heart Disease	Diabetes				
Depression	Other:				

Where	e do you picture yourself in the next 3-5 years	if this	problem is not taken care of? Please be specific.	
What	would be different or better without this problem. Diminished stress	olem?	Please check. Sleep	
	More energy		Work	
	Self-esteem		Outlook	
	Confidence		Family	
	Confidence		1 anny	
have (Plea	were to sit down and discuss your life 3 years happened for you to be happy with your progse take your time and don't sell yourself showner health, family, work, finances, travel, mar	gress? rt! Incl	ude anything that is part of your happiness,	
What	potential barriers do you foreseethat would	prevei	nt these things from happening?	
		•		
Do yo	ou feel it is possible to eliminate or prevent th	iese p	otential barriers?	
\\/hat	are your strongths that will enable you to se	oomol	ich vour goolo?	
vviiai	are your strengths that will enable you to ac	compi	isii your goals?	
Rate	on a scale of1-10:			
	How important is it for you to resolve	vour h	nealth concerns?	
		-		
Do you feel that you are coachable and would enjoy a mentor in helping you?				

What are your goals pertaining to your health, both short and long term?
Anything else you would like to tell me?

Thank You!