

Dear Patient:

We need your assistance with our appointment schedule. Although it is possible that missing a doctor's appointment is just an oversight or perhaps there was a more urgent reason. If given enough time, we can accommodate other patients in need. The following statement is our Financial and Cancellation Policy, which we require you to read and sign prior to any treatment.

Insurance is billed as a courtesy to our patients; however, the patient is the final responsible party. This policy reduces your out-of-pocket expenses and allows you to place your family under care. We do not accept assignment for secondary insurance carriers, but will be happy to provide you with a claim for your secondary carrier. If your insurance has not paid in 60 days, you (the patient) will be notified, and will need to take an active part in recovery of your claim. If your insurance carrier has not paid in 90 days, you (the patient) will be responsible for payment in full for any outstanding balance and you authorize us to use your credit card to collect full payment.

As a courtesy, we text to remind our patients of their appointments the day before your appointment. We are asking that you give us 24 hours notice before your scheduled appointments to cancel or reschedule. As a courtesy to our patients, there is no charge for the first missed appointment. But after that, a service charge will apply. Please refer below:

- 1st No show or late cancel/reschedule- No Charge
- Cancel/Reschedule at least **24hours before appointment-** No Charge
- Late Cancel/Reschedule/15mins late- \$50 or treatment in membership/package

You must text our office at 407.370.4444 or email info@acupuncturefit.com to reschedule your appointment.

Thank you for your cooperation.

FULL PAYMENT, CO-PAYMENT, PERCENTAGES, AND/OR DEDUCTABLE ARE DUE AT THE TIME SERVICES ARE RENDERED, OR BY AN AUTHORIZED MEMBERSHIP PLAN/ PACKAGE. ALL SALES ARE FINAL. NO REFUNDS. WE ACCEPT CASH, CHECKS, APPROVED GIFT CARDS, VOUCHERS, AND MOST MAJOR CREDIT CARDS.

As of today's date, I acknowledge that I have read the above and understand this policy.

Print Name

Date

Signature

ACUPUNCTURE FIT PATIENT DEMOGRAPHICS

Last Name:		First Name:		MI:
Social Security #				
Address:				
City:				
Email:		Cell I	Phone:	
Employment Information				
Employment Status:		_ Professional Titl	e:	
Employer Name:		Employer Phone	e:	
Employer Address:				
City:				
Emergency Contact				
Last Name:	First Name:		Relationship:	
If information is different f	from above please con	nplete the followi	ng:	
Emergency Address:				
City:		State:	Zip Code:	
Cell Phone:				
Next of Kin				
Last Name:	First Name:		Cell Phone:	

By signing below I authorize release of all information and records, including diagnostic reports, consulting reports, and imaging concerning my healthcare and treatment. It is my responsibility to notify Acupuncture Fit if any of this information should change. Please inform reception of any changes to update your records.

Print Patient Name

Relationship

Todays Date

(or Patient Representative Name with Relationship to patient)

ACUPUNCTURE FIT PATIENT INTAKE FORM



Last Name:	First Name:	DOB:	Gender:□ ^{Male} □Female
Select all that apply: Pregnant Pacemaker HIV Disease Hepatitis Blood Transfusio			practor
Chief Complaints in order of imp			·
(Main health concerns, how/when o	did they begin)		
1			
2	3		
4	5		
History of Present Illness (Please	e check all that apply within las	t 3 months)	
General: 🛛 Weight Changes 🗌 Fever	Chills 🔲 Trouble Falling Asleep 🔲 Tr	ouble Staying Asleep	
HEENT: Headaches Visio	on Issues Hearing Issues Nose	Bleed Runny No	se Throat/Voice Issues
Head: R L Eyes:	R L Ears: Nose:	Mout	h: Throat:
□ dizziness □ cataracts/glaud □ migraine □ eye pain Headaches: □ twitching □ front side □ top back □ head injury □ blurry vision □ facial pain □ night blindness □ sinus problems □ glasses/contact □ heaviness in head □ red eyes	Image Image <td< td=""><td>l discharge ☐ dry ☐ pr: ☐ dry ☐ nite ☐ clear ☐ gum een ☐ yellow ☐ bad punt: ☐ scar</td><td>bling hoarseness ess saliva sore throat mouth loss of voice bips difficulty swallowing disease 'lump in throat' breath tonsilitis # Of Bowel Movements:</td></td<>	l discharge ☐ dry ☐ pr: ☐ dry ☐ nite ☐ clear ☐ gum een ☐ yellow ☐ bad punt: ☐ scar	bling hoarseness ess saliva sore throat mouth loss of voice bips difficulty swallowing disease 'lump in throat' breath tonsilitis # Of Bowel Movements:
Other:			
Respiratory: Cough Shortness of	f Breath Coughing up Blood Blood	l in Mucus	
pneumoniaCough:bronchitisdrycrouasthmarapidchrocoughing bloodthinthickwheezingclearwhitefreq. coldsyellowgree	nic sinus infection sinus congestion post nasal drip heaviness/fullness in chest	☐ sitting ☐ difficulty ☐ difficulty ☐ freq. sigh	exhaling
Other:			
	itations Swelling of legs or feet		
☐ high blood pressure ☐ irregular ☐ low blood pressure ☐ insomnia ☐ fainting ☐ dream di ☐ cold hands/feet ☐ coma Other: ☐ dream di		of consciousness t pounding ng sensation in chest	



History of Present Illness Continued (Please check all that apply within last 3 months)

Abdominal: Nausea Vomiting Constipation Diarrhea Abdominal Pain Blood in Stool

Cramping gas after meals stomach pain overeat tastelessness fatigue after eating Other:	☐ belching ☐ hiccup ☐ heart burn/reflux ☐ bulimia ☐ "nervous stomach" ☐ cravings	difficult 🗍		☐ hemorrhoid hernia ☐ flatulation ☐ gall stones <i>Rectal:</i> ☐ pain ☐t		Abdomen: tenderness fullness burning
Musculoskeletal: swelling burning weakness numbness (rate pain on scale of the	☐tingling ☐arthritis ☐clicking ☐stiffness	☐spasms ☐twitching ☐tremors/shaking ☐soreness	[[[_tenderness _unsteadiness _tension _heaviness	3	
Area: R L □ □ face 0 □ □ jaw 0 □ □ chest 0 □ □ epigastric 0 □ □ rib cage 0 □ □ abdominal 0	- finder		oper back 0 id back 0 wer back 0 ciatica 0 m 0 nee 0		foot whole body other bone	0 0 0 0 0 0
Pain is present:	Carry Heavy objects ☐often ☐not often Is/does pain: ☐fixed ☐moves a ☐radiates ☐sharp [round	ain is Aggrav]sitting]standing]movement]pressure]warmth]weather	ated by:	Pain is Allevia Sitting standing movement pressure warmth weather	nted by:
Other:Skin change	s ⊡Rashes ⊡Masses	5				
□psoriasis □eczema □hives □discharge	☐ odd skin texture ☐ itching ☐ fungus/yeast ☐ dry skin	☐ moist skin ☐ pimples/acne ☐ bruises ☐ herpes		<i>Hair:</i> ∃thinning]loss of body l]dandruff	☐ balding hair ⊡change	in hair
Other:						
Genito-urinary: Urine: burning painful scanty dribbling Color: cloudy pale dark yellow pink		te more than once	🗌 genital it	cy ∕e ised ⊡diminis	hed 🗌 bla	ry of: Iney stones adder infections ostate problems
Other:						
Cold 1	ility ings/lumps and pain in test feeling in genitals ult ejaculation	ticles	difficult	ge from penis	ntaining erection organs	n

History of Pres	ent Illne	ess C	ontinued (Ple	ase check al	ll that app	oly within	last 3 m	onths)
Neurological:	Loss of a	ny sen	sation Loss	s of Bowel or Blac	dder function	Trer	nor	ACI
☐shaking ☐ti	cs 🗌 co	oma	☐concussion	□paralysis	⊡trauma a	t birth se	izures	<i>Delivered:</i> □vaginally □C-section
Other:						· · · · · · · · · · · · · · · · · · ·		
Psychological: [Please also indicate depression anxiety easily stressed confusion/foggy unable to focus lack of clarity	e if you ha ☐mo ☐fea ☐ph	ave be body ar/frigh lobia per /ful	<i>en diagnosed wit</i> □sadness	h any of the foll easy in irritab ly prestle freq. over-	owing: to anger bility essness sighing worried	Mental Illness extrover introverd poor me panic feeling s attempte	t mory	☐ ADD ☐ ADHD
Other:								
Infertility:								
How long have you b	een trying	to get	pregnant?					
Have you tried any m	ethod of a	assiste	d reproduction?					
Any long term exposi	ure to che	micals	?					
Do you keep BBT (Ba	asal Body	Temp	erature)?					
Do you test yourself								
Other:								
Gynecology:								
Date of last PAP:			Period Bloo			lood Flow:	endom	
Age at Menopause:_			_ □ pale red _ □ red	☐ light red ☐ dark red	☐thick Vaginal	☐thin Discharge:		I burning/itching uring intercourse
Last Menstrual Perio			red/purple	e 🔲 purple	☐odor	no odor	uterine	e prolapsed
Length of period:			─ ☐ dark purp Clots:	le 🗋 brown	☐ watery □curdy	n thick □ itchy	☐ vagina ☐ fibroid:	
Days of Heavy Flow:			 <i>Menstrua</i>	ge	Discharg	White	late cy	track of cycle cle (less than 35 days)
Select the number of Pregnancies: 0 Live Births: 0 Miscarriages: 0 Abortions: 0 Premature Births: 0	of:			e before period e before period	Amount: scanty heavy Birth Con Type:	mod	irregul genita yg hormo	cycle (less than 21 days) ar cycle l eruptions ne replacement ased libido t menstruation
Other:								
Breast:								
 ☐ history of breast of ☐ breast lumps/mast ☐ history of breast of Other: 	sses cancer		∃breast tendernes ∃breast fullness/s ∃breast pain		Breast Disch			
			<u></u> //ikik					
Energy Level: high moderate low Thirst Desires: hot cold room temp		Hot	Sensations hands feet back solar plexus abdomen whole body	Intolerance Cold I fan A Work Odd Yes N Are you tal Blood Th	not∐wind A/C Hours: Io king:	☐yes [Do you for ☐yes [⊐no <i>Ilow specia</i> ⊒no	r meditation and prayer? nl diet?

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Your Past Medical History/Illness:

 addiction AIDS/HIV alcoholism allergies anemia arthritis asthma auto immune disease bi polar disorder bleeding disease 	 cancer candida (yeast) chemical dependency chronic fatigue syndrome chronic lung disease colitis cough (whooping) diabetes eating disorder epilepsy 	 gall stones glaucoma gout headaches heart disease hepatitis hernia herniated disc high blood pressure high cholesterol 	 liver disease low blood pressure mental illness migraine mononucleosis multiple sclerosis organ transplant osteoporosis Parkinson's pnemonia 	☐rheumatic fever ☐seizues ☐STD ☐stroke ☐suicide attempt ☐thyroid disease ☐tuberculosis ☐ulcers ☐vaccine reaction
	☐ fracture	kidney disease	☐ prostate issues	
Other:				

Surgical/Traumatic History:

(Please include car accidents, falls, complication	ons, etc and dates)
1	5
2	6
3	
4	
AIDS asthma	chemical dependencyhigh blood pressurestrokediabetesmental illnessseizureheart diseasediseases
(please indicate how much/often)	
alcohol:	exercise:
artificial sweetener:	food:
chocolate:	sex:
cigarettes:	tea:
coffee:	salt:
soda:	sugar:
drugs:	water:
Smoking: smoker former smoker new Smoking Comments:	
Allergies:	
Drugs/Medication:	
Chemicals:	
Food:	
Seasonal/Environmental:	
Current Medications, Occupational/Envir	ronmental Exposures:
Medications:	
Chemical:	Electrical:
Acid/Alkaline:	
Heavy Metals:	
Height: Weight:	Blood Pressure: Temperature:



INFORMED CONSENT TO ACUPUNCTURE CARE

I hereby request and consent to the performance of acupuncture treatments and other procedures within the scope of the practice of acupuncture on me (or on the patient named below, for whom I am legally responsible) by the acupuncturist named below and/or other licensed acupuncturists who now or in the future treat me while employed by, working or associated with or serving as back-up for the acupuncturist named below, including those working at the clinic or office listed below or any other office or clinic, whether signatories to this form or not.

I understand that methods of treatment may include, but are not limited to, acupuncture, moxibustion, cupping, electrical stimulation, Tiu-Na (Chinese massage), Chinese herbal medicine, and nutritional counseling. I understand that the herbs may need to be prepared and the teas consumed according to the instructions provided orally and in writing. The herbs may be an unpleasant smell or taste. I will immediately notify a member of the clinical staff of any unanticipated or unpleasant effects associated with the consumption of the herbs.

I have been informed that acupuncture is a generally safe method of treatment, but that it may have some 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. Unusual risks of acupuncture include spontaneous miscarriage, nerve damage and organ puncture, including lung puncture (pneumothorax). Infection is another possible risk, although the clinic uses sterile disposable needles and maintains a clean and safe environment. Burns and/or scarring are a potential risk of moxibustion and cupping.

I understand that while this document describes the major risks of treatment, other side *effects* and risks may occur. The herbs and nutritional supplements (which are from plant, animal and mineral sources) that have been recommended are traditionally considered safe in the practice of Chinese Medicine, although some may be toxic in large doses. I understand that some herbs may be inappropriate during pregnancy. Some possible side effects of taking herbs are nausea, gas, stomachache, vomiting, headache, diarrhea, rashes, hives, and tingling of the tongue. I will notify a clinical staff member who is caring for me if I am or become pregnant.

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

I understand the clinical and administrative staff may review my patient records and lab reports, but all my records will be kept confidential and will not be released without my written consent.

By voluntarily signing below, I show that I have read, or have had read to me, the above consent to treatment, have been told about the risks and benefits of acupuncture and other procedures, and have had an opportunity to ask questions. 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.

Date

Print Patient Name	or Patient Re	presentative Name and	Relationship to Patient)
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Patient (or Patient Representative) Signature

Office only: Received by _____

Signature _____

Insurance: Assignment of Benefits and Direction to Pay Benefits Owed to Acupuncture Fit, Inc 4700 Millenia Blvd. Suite 175 Orlando, FL 32839

I, the undersigned insured or beneficiary of an insurance policy, irrevocably assign to Acupuncture Fit, Inc. on file with the Div. of Corporations, hereafter "Provider" whatever rights I have under any policy of insurance and under Florida law, including, without limitation, any and all claims for attorney's fees, costs, interest and/or damages pursuant to Florida Statute 624.155. This Assignment of Benefits (AOB) includes an assignment of any potential claim for common law or statutory bad faith. If the Insurer disputes the validity of this AOB, then the insurer is instructed to notify the provider in writing within 10 days of receipt of this document. Failure to do so shall result in the provider relying on this AOB for direct payment and could constitute a waiver by the insurer to contest the validity of this document. I do hereby confirm that this AOB is irrevocable and instruct any insurance company or other collateral source for which I am entitled to benefits to pay for monies owed as a result of medical services rendered by (Provider) to promptly make payment in the name of and directly to (Provider) or its chosen billing service.

Pursuant to this AOB, (Provider) is authorized to file suit on my behalf against any insurance company that reduces or denies benefits for medical services rendered to me and to collect any damages awarded or settlement monies for services rendered, plus interest, costs, reasonable attorney's fees and a contingency fee multiplier. I understand that in any such lawsuit, my name or other identifying information will need to be included in and/or portions of my medical file attached to pleadings and/or formal discovery. I waive any confidentiality of my records and/or information but only to the extent necessary to prosecute a claim for unpaid or owed medical expenses against the insurance company or any other responsible party.

I acknowledge that (Provider) objects to any reductions or partial payments by the Insurer. Any partial or reduced payment, regardless of the accompanying language, issued by the Insurer and deposited by (Provider) shall be done under protest, at the risk of the insurer, and the deposit shall not be deemed a waiver, accord, satisfaction, discharge, settlement or agreement by the provider to accept a reduced amount as payment in full. (Provider) reserves the right to seek the full amount of the bill submitted from the insurance company(ies) or me. Accordingly, the insurer is hereby instructed to set aside (escrow) any and all reduced or denied benefit payments for medical services rendered by this provider and not pay the disputed amount to anyone until the dispute is resolved.

I further instruct my insurance company to cooperate with the above-captioned (Provider) in resolving all medical billing disputes. Cooperation includes, but is not limited to, providing any and all declaration pages, PIP logs, payout ledgers, explanations of benefits, copies of checks, and any and all other documents or information to (Provider) or its attorneys, employees or other representatives acting on behalf of (Provider). If the insurer schedules a defense examination, examination under oath (EUO) or Independent Medical Examination (IME) of the patient, the insurer is hereby instructed to send a copy of said notification to this provider and the provider's attorneys. The provider and/or the provider's attorneys are authorized to appear at any patient EUO or IME set by the insurer. THIS ASSIGNMENT OF BENEFITS DOES NOT ASSIGN ANY RIGHTS OR OBLIGATIONS UNDER THE POLICY OF INSURANCE, TO SUBMIT TO AN EUO OR RECORDED STATEMENT. I further direct and authorize you to speak to an attorney, employee or any other representative of (Provider) or anyone acting on their behalf over the phone and provide them with any and all information you may have or documentation not previously listed above that they may request.

I, as the patient, agree to remain personally liable for the amounts billed by (Provider) regardless of the amount paid by the insurance company, unless ordered by a court of law. I fully understand that said health care services were provided to me in consideration for an unconditional promise to pay and for me providing these instructions to my insurance company. I, as the patient, further agree to be liable for reasonable attorney's fees and costs incurred in collecting any delinquent accounts or unpaid balances. By executing this document, I am placing my insurance company(ies) on notice that the claims for medical treatment rendered by (Provider) are related to my accident (or my covered conditions) and should be paid directly to (Provider) pursuant to this assignment of benefits and Florida law. Any delay in paying benefits owed under the insurance policy could adversely affect me.

BY EXECUTING THIS DOCUMENT, I AM PLACING MY INSURANCE COMPANY ON NOTICE THAT THIS IS A DIRECT ASSIGNMENT OF BENEFITS PURSUANT TO FLORIDA LAW. AS THE INSURED OR BENEFICIARY OF SAID INSURANCE POLICY, I AM IRREVOCABLY ASSIGNING WHATEVER RIGHTS I HAVE UNDER MY POLICY OF INSURANCE (LESS THE DUTY TO ATTEND AN EUO) AND UNDER FLORIDA LAW TO THIS HEALTH CARE PROVIDER. A photocopy of this assignment shall be considered as effective and valid as the original.

Ins. Co. Name:	Provider ID:		Group Number:	
Patient's Name		DOB		
Printed Name of Policy holder of	or Claimant Acceptance of (Provider)			



PHOTO VIDEO RELEASE FORM

I, ______, hereby grant and authorize Acupuncture Fit the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of me to be used in and/or for legally promotional materials including, but not limited to, newsletters, advertisements, press kits, websites, social networking sites and other print and digital communications, without payment or any other consideration. This authorization extends to all languages, media formats and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

I understand and agree that these materials shall become the property of Acupuncture Fit.

I hereby hold harmless, and release Acupuncture Fit from all liability, petitions, and causes of action which I, my heirs, representative, executors, administrators, or any other persons may make while acting on my behalf or on behalf of my estate.

If the person signing is under the age of consent, then this release must be signed by a parents or guardian, as follows:

I hereby certify that I am the parent or guardian of ______ named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

(Signature)

(Date)