## **Personal and Confidential Patient Information**

### Office Policies Concerning Confidentiality

The confidentiality of your personal information is very important to us. We attempt to meet or exceed HIPAA guidelines concerning your personal and healthcare information. Please read the HIPAA information that we provide to you for more detail on our policies. We respect your right to refuse to give us any personal information, but the more information that we have the easier it is for us to help you. Thank you for your assistance.

### Please fill out this information completely and legibly: Circle Yes/No

Full Legal Name:					
Name or nickname that you would like to be called	by us:				
Home Address: Street:					
City:State:	Zip:				
Current Occupation: Age: Date: of Birth:					
Age: Date: of Birth:	_ Place of Birth:				
Cell Phone:	_ ok to leave a detailed message? Yes/No				
Home Phone:	_ ok to leave a detailed message? Yes/No				
Work Phone:	_ ok to leave a detailed message? Yes/No				
Best phone to call you for appointment reminders of	-				
Email:					
Vere Densen 1 Medie 1 Dentem					
Your Personal Medical Doctor:					
Other Healthcare Provider:					
Address:Address:					
La Emergenera Natifica					
In Emergency Notify:					
Relationship to you:	Phone:				
How did you find out about this practice? (Please circle all that apply)					
Personal referral / Professional Referral (M					
Wellness Event / Tai Chi / Chi Kung					
Internet: Yelp / Google / Other:					
Who referred you?					
May I send this person a "Thank You" card	for referring you? Yes / No				
Hove you tried A gurgen styles hafered Vac / No. Dro	vidan'a Nama				
Have you tried Acupuncture before? Yes / No Pro Have you tried Chinese Herbal Remedies? Yes / N					
Have your tried Acupressure? Yes / No	0				
have your theu Acupiessule? Tes / No					
Patient Signature:	Date:				
	Patient Signature: Date:				
Patient Printed Name:					
Patient Printed Name:					

*Important:* Complete this document as thoroughly as possible. Some of the questions that follow may seem unrelated to your condition, but they may play a major role in diagnosis and treatment.

	•		•		-
All	infor	mat	ion is	strictly	confidential

Patient Name:				Date:	
Gender: Female	e Male	TransNo	n-binary <u> </u> F	fill in the blank	
	Lifestyle and Medications				
List Vitamins a	and Supplements	that you take be	oth regularly and	l occasionally	
Name	Purpose	How long	Dosage	Frequency	Last dose

### List all pharmaceutical drugs you take regularly and as needed (e.g. nasal spray)

Name	Purpose	How long	Dosage	Frequency	Last dose

### List all other pharmaceutical drugs taken in the last six months

Name	Purpose	How long	Dosage	Frequency	Last dose

Do you currently follow a regular exercise program? Yes / No Describe:

What did you eat in the last 24 hours?

Breakfast \_\_\_\_\_\_
Lunch \_\_\_\_\_
Dinner \_\_\_\_\_
Snacks

*Important:* Complete this document as thoroughly as possible. Some of the questions that follow may seem unrelated to your condition, but they may play a major role in diagnosis and treatment.

All information is strictly confidential

### **Patient Medical History**

Major complaint(s) in order of significance to you:		
·		
2		
3		
l		
5		
Additional		
How do these conditions impair your daily activities?		

How was your childhood health?

Traumas/Accidents/Surgeries

### **Recent exams/tests**

Physical Exam	Cholesterol	Prostate	Blood (Which one?)
Date	Date	Date	Date
Result	Result	Result	Result
HIV/STD	Pap Smear	Mammography	Other
Date	Date	Date	Date
Result	Result	Result	Result

## Patient Medical History continued

Check any you have had in the past:

Diabetes	Allergies	Glaucoma	Rheumatic fever
Heart disease	CVA (Stroke)	Vein condition	Thyroid disorder
Asthma	Pneumonia	Tuberculosis	Emphysema
Jaundice	Gonorrhea	Mumps	Bleeding deficiency
Syphilis	Measles	Chicken Pox	Nervous disorder
Meningitis	HIV	Polio	Mononucleosis
Epilepsy	High Fever	Hepatitis	<u>Multiple sclerosis</u>
Paralysis	Irregular Pap Smear	Migraines	High blood pressure
other lung disease	other liver disease	other heart illness	other kidney disease

\_\_\_\_

### **Patient Profile**

Please check the following that currently pertain to you (if you have symptoms in the following categories, Traditional Chinese Medicine (TCM) indicates you have a problem with that organ's function):

<b>Overall Temperature (TC</b>	CM Kidney function)	
<u>Cold hands</u>	<u>Cold toes</u>	Difficulty keeping eyes open
<u>Cold fingers</u>	<u>Cold toes</u>	Feel worse after exercise
Sweaty hands	Sweaty feet	Afternoon flushes or night sweats
Perspire easily	Thirsty	Hot flashes any time of days
Lack of perspiration	Take water to bed	Heat in the hands, feet &/or chest
<b>Overall Energy (TCM lun</b>	ng/kidney function)	
Shortness of breath	General weakness	Hot body temperature (sensation)
<u>Catch colds easily</u>	Low energy	<u>Cold body temperature (sensation)</u>
<b>Overall Blood (TCM live</b>	r, spleen heart function)	
Dizziness	See floating black spots	
Overall TCM heart funct	ion	
Palpitations	Anxiety	Sores on tip of tongue
Restlessness	Mental confusion	Chest pain traveling to shoulder
Frequent dreams	Wake un-refreshed	Drink coffee # cups/week
Overall TCM lung functi	01	
Cough	Nose bleeds	Nasal discharge, color
Sinus congestion	Sneezing	Allergies, to what
Dry mouth	Sore throat	Headache, location
Dry nose	Stiff neck	Alternating chills & fever

	ealth History Qu	cstionnan c
<b>Overall TCM lung function</b>	1 continued	
Dry throat	Stiff shoulders	Overall achy feeling in body
Dry skin	Difficulty breathing	Smoke cigarettes, #/day
Dry throat	Sadness	Melancholy
<b>Overall TCM spleen functi</b>	on	
Low appetite	Abdominal gas	Gurgling noises in the stomach
Abrupt weight gain	Abdominal bloating	Fatigue after eating
Abrupt weight loss	Easily bruised	Prolapsed organs, which
Pensive	Over thinking	Hemorrhoids
Worry		
Overall TCM spleen, stoma	ach, large intestine, small	intestine
Loose stools	Constipated	Incomplete defecation
Diarrhea	Blood in stools	Mucous in stools
		Undigested food in stools
<b>Overall TCM dampness tra</b>	apped in body	
Snoring	Nausea	General sensation of heaviness in body
Mental heaviness	Mental sluggishness	<u>Mental fogginess</u>
Swollen hands	Swollen feet	Swollen joints
Chest congestion	Excess fat	Heavy limbs
Overall TCM stomach fun	ction	
Large appetite	Bad breath	Burning sensation after eating
Mouth sores (Canker)	Heartburn	Bleeding, swollen, painful gums
Acid regurgitation	Ulcer (diagnosed)	Belching
Hiccoughs/hiccups	Stomach pain	Vomiting
Overall TCM Liver and ga	-	
Chest pain	Flank pain	Alternating diarrhea & constipation
Easily angered	Easily frustrated	Tight sensation in chest, constraint
Easily irritated	Easily depressed	Headaches, one-sided temporal
Skin rashes	Bitter taste in mouth	Headaches, top of head
Muscle Spasms	Numbness	Frequently unable to adapt to stress
Muscle twitching	<u></u> Tingling sensation	Sensation of lump in throat
Muscle cramping	<u>Neck tension</u>	Limited range of motion, neck
Seizures	Shoulder tension	Limited range of motion, shoulder
Convulsions	Drink alcohol #/week	Gallstones (history or current)
		High pitched ringing in ears

Overall TCM Liver and gall bladder function continued			
Recreational drugs	Which:	Frequency:	
<b>Overall Eyes (TCM liver</b>	function)		
Itchy	Bloodshot	Hot	
Dry	Watery	Gritty	
<u>Blurry vision</u>	Near-sighted	Far-sighted	
		Decreased night vision	
Overall TCM kidney, uri	nary bladder function		
Frequent cavities	Sore knees	Cold sensation in knees	
Low back pain	Weak knees	<u>Memory problems</u>	
Excessive hair loss	<u> </u>	Lack of bladder control	
Bladder infections	Easily broken bones	Low-pitched ringing in ears	
Fear	Easily startled	Wake during the night to urinate	
<b>Overall Urination</b>			
Color: normal	<u>Color: dark yellow</u>	Color: clear	
Color: reddish	Color: cloudy	Discharge	
Volume: profuse	Odor: strong	Burning	
Volume: scanty	Odor: none	Urgent	
Frequent	Painful	Incontinence or urine leakage	
Overall Libido			
Normal	Low	High	
	LOw	Ingn	
MEN ONLY			
Swollen testes	Testicular pain	Impotence	
•	numbness in external genitalia	Premature ejaculation	
Other symptom:			

\_\_\_\_Anxiety

\_\_\_Other emotion:\_\_\_\_\_

## WOMEN ONLY

Important note: If you are post-menopausal please complete the following section to reflect your prior menstrual experience

Regular menstrual cycle? Ye Pregnant? Yes / No	es / No							
Number of children:			Number of pregnancies:					
Age of first menstruation: Average number of days of flow:								
Do you (or did you) experier	nce any of	the follow	ving pre-n		-			
<u>Nausea</u>	Vom	iting	Water retention					
Breast swelling	Food	cravings	<u> </u>					
Breast tenderness	Depr	ession	Irritability					
Anxiety								
Other emotions:								
Sharp pain, where?								
Dull pain, where?								
Menstrual Chart:	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
Color								
(normal, bright red, pale,								
brown, rust, dark, purple, other)								
Amount of flow								
(Normal, Heavy, Light)								
Pain/Cramps								
(location, dull, sharp, other)								
Clots								
(large, small, black, purple								
(large, small, black, purple red, other)								
(large, small, black, purple red, other) Vomiting (check if yes)								
(large, small, black, purple red, other)								

## **ALL PATIENTS**

Other comments:

#### **INFORMED CONSENT FOR ACUPUNCTURE TREATMENT AND CARE**

I hereby request and consent to treatment with acupuncture and other Oriental Medicine procedure modalities on me by John Luna-Sparks 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 John-Luna Sparks, including those working at this office or any other office or clinic.

I understand that treatments may include, but not limited to, acupuncture, moxibustion, cupping, electrical stimulation, Tui-Na (Chinese massage), CranioSacral, herbal treatments, supplements guasha, far infared heat lamps, nutritional counseling and life style modifications.

I understand that I have the opportunity and am encouraged to discuss with the treating acupuncturist or clinic personnel the nature and purpose of acupuncture treatments and other procedures at any time.

Acupuncture has the effect to normalize physiological functions, to modify the perception of pain, and to treat certain disease or dysfunction of the body. I have been informed that acupuncture is generally a safe method of treatment but there may be bruising or tingling near the sites that may last a few days. There have been very rare instances reported of fainting, infections and scarring. There have been extremely rare instances reported of spontaneous miscarriage and pneumothorax. If you choose to have a cupping treatment, there will be bruising, which is normal for that modality.

The herbs and nutritional supplements are from plant, animal and mineral sources. I understand tht some herbs may be inappropriate during pregnancy, while others do not combine well with the drug treatments. If I experience any gastro-intestinal upset or allergic reactions to the herbs, I will infrm the acupuncturist. It is important to inform the acupuncturist of all pharmaceuticals, supplements, or other, or other medications so that appropriate herbs can be selected. I agree to inform my acupuncturist of all changes in pharmaceutical usage.

I do not expect the acupuncturist to be able to anticipate and explain all risks and complications, and I wish to rely on the acupuncturist to exercise judgement during the course of the procedure which the acupuncturist feels at the time, based on facts then known, is in my best interest.

I understand the clinical, administrative staff, and medical consultants may review my medical records and lab reports, but not all my records are confidential and are handled according to HIPAA regulations.

I understand lab reports to help assess my condition may be ordered. These are not a substitute for lab reports that my medical doctor may order. These test are for different diagnosis criteria and may not be evaluated in the same manner as a medical doctor and do not replace diagnosis or treatment by my Medical Doctor.

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 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. I understand that this is a general consent and it is always, at every treatment, my choice to accept, deny, or ask about any treatment offered to me.

To be completed by the patient	To be completed by the patients representative
Patient's Name	Name of Patient
Patient's Signature	Patients Representative
Date Signed	Relationship of Authority of Patient
Are You Pregnant? Yes / No	Witness
Do you have a pacemaker? Yes / No	

### **Policies and Office Procedures**

#### **Office Policies:**

The purpose of these office policies is to create an environment that supports the balance and health of our patients. Please read the following information and sign and date the bottom of the form if you fully understand and agree to these policies. If you feel that you need more information, please speak to john Luna-Sparks for clarification.

#### **Professional Fees:**

All fees are subject to change without notice. A full listing of current fees can be found on the Attending Practitioner's Statement:. At the present time, my discounted fees for payment at the time of service are as follows:

New Patient Consultation and Treatment	\$250
Established Patient Follow-up Acupuncture Treatment	\$115
Established Patient Follow-up Sports Acupuncture may include Electostimulation	\$140
Telemedicine Special Package	\$350
Telemedicine Follow-up for Established Patients	\$75

There is a full charge for missed appointments not cancelled with 48 hours' notice Missed appointments severely impact this practice. Maintaining this missed appointment policy allows me to serve my patients and keep patient fees as low as possible.

#### **Payment for Services:**

Payment is due at the time of service. I accept cash, check, MasterCard, Visa, American Express, Flexible Spending Account debit cards and Health Service Account debit cards.

#### **Patient Comfort and Safety:**

Some of my patients are allergic to fragrances. To make their office visit a pleasant a healthy experience I ask that you not wear scented items into the office (perfume, colognes, lotions, etc.).

#### **COVID-19 Precautions:**

Due to COVID-19 we have instituted thorough infection control procedures. If you would like to review our infection control protocols related to COVID-19 please let us know.

#### Please turn off your cell phones in the office for the safety and harmony of yourselves and others.

If you expect to receive an urgent call, give my office number and I will alert you if called.

#### **Confidentiality:**

Clinic procedures and conduct are designed to meet or exceed HIPAA requirements for confidentiality. Please read the HIPAA policies. Clinic walls are not completely soundproof, so in the interest of your confidentiality, the comfort of other patients, and to maintain a harmonious and healthy atmosphere, I ask that all conversations be kept at a low volume. Thank you!

#### **Urgent Care and Telephone Policy:**

I do NOT have 24-hour availability or phone access. For MEDICAL EMERGENCIES CALL 911 OR YOUR MEDICAL DOCTOR. For general inquiries, I will return calls, received Monday through Friday during business hours, within 24 hours. Any questions about your specific health care needs or problems can be addressed at your next appointment with John Luna-Sparks.

#### If you suspect that herbs or supplements are causing inpleasant or unexpected results, discontinue them immediately and then call our office.

## Prior to signing please read this form in its entirety

Signature:\_\_\_\_\_ Print Name:\_\_\_\_\_ Date:\_\_\_\_

### Acknowledgement of Receipt of Luna Sparks Acupuncture Practice's Notice of Privacy Practices

Practice: Luna Sparks Acupuncture 1700 Shattuck Ave,. 2<sup>nd</sup> Floor Berkeley, CA 94709

Privacy Officer John Luna-Sparks, L.Ac., Dipl. OM Privacy Officer (510) 334-6545

It is Luna Sparks Acupuncture practice's policy that treatment NEVER be conditioned on the signing of this acknowledgement of receipt of Notice of Privacy Practices. In addition, no retaliatory action will be tolerated from health care providers of staff in response to a patient's decision not to sign this acknowledgement.

By signing this document, I acknowledge that I have received a copy of Luna Sparks Acupuncture practice's Notice of Privacy Practices.

Signed:\_\_\_\_\_Date:\_\_\_\_\_

Print Name:\_\_\_\_\_

If not signed by the patient, please indicate:

Relationship:

Parent or guardian of minor patient Personal representative of an incompetent patient