

Dear New Patient,

It is our pleasure to welcome you to our family of happy and healthy chiropractic practice members. Please let us know if there is any way we can make you and your family feel more comfortable. To help us serve you better, please complete the following information. We look forward to leading you and your family to better health!

Our Privacy Practices

In our office, by law, all health information is considered confidential and we are careful about how we use it. This notice describes how your health information may be used and disclosed and how you can get access to this information. Please read about your health information and let us know if you have any questions.

We may share your health information to:

- Treat you
- Collect payment
- Run our office
- Inform you about other services
- Discuss your case with family
- Do research
- Include you in care classes
- Thank you for referring other patients

We may use your health information for:

- Health and safety reasons
- Reporting to law officials
- Reporting victims of abuse
- Court hearings and filings
- Reporting to worker's compensation

You have the right to:

- Request a copy of your health record (an additional fee may be involved)
- Request a list of whom we share your health information with
- Ask us to limit the information we share
- Advise our management if you believe your privacy rights have been violated
- Request confidential communications
- Amend your protected health information

These privacy practices are effective: May 29, 2009

• Our office abides by the terms of the Notice currently in effect. Our office has the right to change the terms of your Notice and to make the new Notice provisions effective for all your health information that you maintain. If we change our Notice, you will be informed of the revised Notice during your next office visit.

For further information please contact: Dr. Tom Lloyd, III at tom3dc@gmail.com or 515 490-0787

What to expect:

Consultation & Exam: On your first visit, Dr. Lloyd will collect some confidential health information and then sit and speak with you. After he learns more about your condition, he will perform some preliminary screening tests. If he believes that he may be able to help you, he may recommend a complete examination so he can thoroughly evaluate your condition. You will always be informed of associated fees before any procedure or service is performed.

Report of Findings: Patients that are examined will receive a report of our findings from the recorded history, consultation, and examination. If Dr. Lloyd believes he can help you, he will accept your case at this time. If he believes that you will not respond to his care, he will not accept your case and may refer you to another provider.

Treatment Plan: If Dr. Lloyd accepts your case, he may recommend treatment options based on your unique needs and then an individualized treatment plan may be created to address your short and/or long-term goals.

As you advance through treatment, periodic progress evaluations will measure and compare your improvements.

I understand and agree to the following:

- The privacy practices have been satisfactorily explained to me
- I understand the purpose of today's visit
- If the doctor believes that I may respond to their care, additional services may be recommended and I will be advised of applicable cost
- I request the service mentioned above

Print patient or guardian name

Patient or guardian signature

Date