

**WELCOME TO WHOLE HEALTH CENTER**  
**CONTACT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone – Preferred: \_\_\_\_\_ (circle: Home Cell Work)

Other: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Do we have your permission to send appointment reminders, health newsletters,  
and occasional promotions to your email address? Yes \_\_\_\_\_ No \_\_\_\_\_

We will not sell or give your email to any other agency.

**Email Address:** \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

If you have health insurance, we will be happy to verify your benefits. If you have a discount plan through your insurance, please tell the front desk.

**How did you learn about us?** (Please circle)

Friend or Family (name) \_\_\_\_\_ Internet Search Facebook Radio  
Physician (name) \_\_\_\_\_ Our Website Sign holder Newspaper  
Walk-in Insurance Company \_\_\_\_\_ Health Fair \_\_\_\_\_  
Other \_\_\_\_\_

**MISSION STATEMENT**

Whole Health Center provides information, education, and access to complementary health services for people seeking wellness. Whole Health Center connects practitioners and neighbors to achieve optimum health. Healthy and happy people are the basis of a healthy and happy community.

**DISCLAIMER**

Merely an office location, through which independent practitioners conduct their business, Whole Health Center does not render any services or provide any care or treatment. The individual practitioner that performs the services is independent from Whole Health Center and is responsible for the services rendered. Additionally, not all of the practitioners at Whole Health Center are licensed medical doctors; some services available at Whole Health Center are complementary to and not a substitution for treatment by a licensed medical doctor. As such, by signing below, you indicate that you understand this disclaimer and agree to hold Whole Health Center harmless from any and all claims related to services obtained at Whole Health Center.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Acupuncture Patient Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date \_\_\_\_\_  
Gender (Please circle): M F Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Marital Status (Please circle): Single Married Partnered Separated Divorced  
Place of Employment \_\_\_\_\_ Occupation \_\_\_\_\_  
Who referred you to us? \_\_\_\_\_

**Chief complaint:** \_\_\_\_\_

How long? \_\_\_\_\_ How often: \_\_\_\_\_

What caused this (accident, lifestyle, drug, etc.)? \_\_\_\_\_

Describe the worst it can be: \_\_\_\_\_

What treatments have you tried (ice/heat/rest/over-the-counter/prescription meds), other? \_\_\_\_\_

Get temporary relief? \_\_\_\_\_ Fixes problem? \_\_\_\_\_ Causes side effects? \_\_\_\_\_

How does this affect your life? \_\_\_\_\_

Affect your family? \_\_\_\_\_ Affect your sleep? \_\_\_\_\_

Affect your work? \_\_\_\_\_ Affect your hobbies? \_\_\_\_\_

What is your goal/plan if the problem continues 5/10/20 years? \_\_\_\_\_

**Complaint #2:** \_\_\_\_\_

How long? \_\_\_\_\_ How often: \_\_\_\_\_

What caused this (accident, lifestyle, drug, etc.)? \_\_\_\_\_

Describe the worst it can be: \_\_\_\_\_

What treatments have you tried (ice/heat/rest/over-the-counter/prescription meds), other? \_\_\_\_\_

Get temporary relief? \_\_\_\_\_ Fixes problem? \_\_\_\_\_ Causes side effects? \_\_\_\_\_

How does this affect your life? \_\_\_\_\_

Affect your family? \_\_\_\_\_ Affect your sleep? \_\_\_\_\_

Affect your work? \_\_\_\_\_ Affect your hobbies? \_\_\_\_\_

What is your goal/plan if the problem continues 5/10/20 years? \_\_\_\_\_

**Complaint #3:** \_\_\_\_\_

How long? \_\_\_\_\_ How often: \_\_\_\_\_

What caused this (accident, lifestyle, drug, etc.)? \_\_\_\_\_

Describe the worst it can be: \_\_\_\_\_

What treatments have you tried (ice/heat/rest/over-the-counter/prescription meds), other? \_\_\_\_\_

Get temporary relief? \_\_\_\_\_ Fixes problem? \_\_\_\_\_ Causes side effects? \_\_\_\_\_

How does this affect your life? \_\_\_\_\_

Affect your family? \_\_\_\_\_ Affect your sleep? \_\_\_\_\_

Affect your work? \_\_\_\_\_ Affect your hobbies? \_\_\_\_\_

What is your goal/plan if the problem continues 5/10/20 years? \_\_\_\_\_

**Other Complaints:** 4) \_\_\_\_\_

# **COLORADO MANDATORY DISCLOSURE STATEMENT**

## **Acupuncture Associates**

**9075 Forsstrom Drive Lone Tree, CO 80124**

**303 470-1995**

**Paul V. Murray, L.Ac., CNC**

**Wenyng Lin, OMD, L.Ac.**

**Joong Yeon Kim, L.Ac.**

**Keiko Barringer, L.Ac.**

**Kerry Briggs, L.Ac.**

**Leilani Houston, L.Ac.**

**Naomi Campbell, L.Ac.**

Paul V. Murray received his degree at the Colorado School for Traditional Chinese Medicine (a credentialed 36-month program). He was trained in the recommendation and application of adjunctive therapies and herbs as defined by traditional Oriental medicine concepts. He also studied 5-element acupuncture, and earned a certificate in nutritional counseling. He studied Chinese medicine in China to earn additional experience. Paul is certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). He is licensed to practice acupuncture in the state of Colorado and has been practicing acupuncture since 2002. Paul is COO of ABORM, first fertility board in the U.S. He wrote and received a grant from the National Institutes of Health for a study on acupuncture and spinal cord injuries. Paul has not had any license, registration, or certification revoked or suspended.

Wenyng Lin received her medical degree from Beijing University of Traditional Chinese Medicine in China (a credentialed 6-year program). She was trained in the recommendation and application of adjunctive therapies and herbs as defined by traditional Oriental medicine concepts. Dr. Lin is certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). She is licensed to practice acupuncture in the state of Colorado and has been practicing acupuncture 1992. She is also a FABORM fellow to the American Board of Acupuncture and Oriental Medicine. Dr. Lin has not had any license, registration, or certification revoked or suspended.

Joong Yeon Kim received his degree from the Colorado School for Traditional Chinese Medicine (a credentialed 36-month program). He was trained in the recommendation and application of adjunctive therapies and herbs as defined by traditional Oriental medicine concepts. Joong Yeon is certified by the National Certification Commission for Acupuncture and Oriental Medicine. He is licensed to practice acupuncture in the state of Colorado and has been practicing acupuncture since 2009. Joong Yeon has also studied Korean Hand Acupuncture. He has not had any license, registration, or certification revoked or suspended.

Keiko Barringer received a Master's degree from Pacific College of Oriental Medicine (a credentialed 44-month program). She was trained in the recommendation and application of adjunctive therapies and herbs as defined by traditional Oriental Medicine concepts. Keiko is certified by the National Certification Commission for Acupuncture and Oriental Medicine. She is licensed to practice acupuncture in the state of Colorado and has been practicing acupuncture since 2011. Keiko has special training in Japanese Meridian Therapy. Keiko has not had any license, registration, or certification revoked or suspended.

Kerry Briggs received a Master's degree from Pacific College of Oriental Medicine (a credentialed 44-month program). She was trained in the recommendation and application of adjunctive therapies and herbs as defined by traditional Oriental Medicine concepts. Kerry is certified by the National Certification Commission for Acupuncture and Oriental Medicine. She is licensed to practice acupuncture in the states of Colorado and New York, and has been practicing acupuncture since 2010. She has received advanced training in the treatment of sports injury, women's fertility, and is a Star Symmetry certified practitioner. Kerry has not had any license, registration, or certification revoked or suspended.

Leilani Houston received a Master's degree from Colorado School for Traditional Chinese Medicine (a credentialed 36-month program). She was trained in the recommendation and application of adjunctive therapies and herbs as defined by traditional Oriental Medicine concepts. Leilani is certified by the National Certification Commission for Acupuncture and Oriental Medicine. She is licensed to practice acupuncture in the state of Colorado and has been practicing acupuncture since 2015. Leilani has not had any license, registration, or certification revoked or suspended. Leilani has also studied Master Tung Acupuncture.

Naomi E. Campbell received a Master's degree from the Southwest Acupuncture College in Boulder, Colorado. She was trained in the recommendation and application of adjunctive therapies and herbs as defined by Traditional Oriental medicine concepts. Naomi is certified by the National Certification Commission for Acupuncture and Oriental Medicine. She is licensed to practice acupuncture in the state of Colorado, and has been practicing acupuncture since 2013. Naomi has special training in Yin Style Bagua family medicine including medical Qi gong techniques, and classical acupuncture skills. She is also a certified Reiki Master, and has advanced training in sports medicine/pain management, neurological disorders, cancer, and fertility for men and women. Naomi has not had any license, registration, or certification revoked or suspended.

# COLORADO MANDATORY DISCLOSURE STATEMENT

Page 2

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This office complies with all rules and regulations promulgated by the Colorado Department of Health, including the proper cleaning and sterilization of needles and the sanitation of acupuncture offices. Only single-use, disposable, factory-sterilized needles are utilized; and they are disposed of in a manner consistent with OSHA and Colorado State regulations.

## Cash at Time of Service Fee Schedule

Initial Acupuncture Evaluation and Treatment	\$ 160*
Follow-up Acupuncture Treatment	\$ 90
Prepaid Family Plans:	
5-visit package	\$ 400
10-visit package	\$ 750
20-visit package	\$ 1,300

\*Coupons or other special discounts may apply.  
Herbs are purchased separately.  
Insurance is billed by code; payment varies by plan.

## Patient's Rights

Each patient who visits this office is entitled to receive information about the methods of therapy, the techniques used, and an estimated duration of therapy, if known. The patient may seek a second opinion from another healthcare professional or may terminate therapy at any time. In a professional relationship, sexual intimacy is never appropriate and should be reported to the Director of the Division of Registrations in the Department of Regulatory Agencies. The Colorado Department of Regulatory Agencies regulates the practice of acupuncture. If you have comments, questions, or complaints, contact the Acupuncturists Registration Office, 1560 Broadway, Suite 1350, Denver, Colorado 80202. Telephone: 303 894-7800.

I have read and understand the above disclosure statement. I understand my rights and responsibilities as a patient.

Patient's Name (Please print): \_\_\_\_\_

\_\_\_\_\_  
Signature of patient or legal guardian

\_\_\_\_\_  
Date

## **Acupuncture Informed Consent**

Acupuncture has been explained to me as a treatment consisting of the insertion of needles through the skin at specific points on the surface of the body (small amounts of electrical current may be applied to the needles). The purpose of acupuncture has been explained as the alleviation or cure of symptoms or disorders.

Acupuncture, acupressure, Moxa, cupping therapy, allergy elimination technique, nutritional or herbal counseling are considered experimental procedures and are not considered a substitute for Western Medicine. Therapies and advice offered shall not be construed by the client to be a diagnosis of treatment of any disease or injury. We recommend that you **CONSULT YOUR PHYSICIAN** for any serious conditions and receive at least two medical opinions. It is your right and responsibility for your own body.

I understand that complications may result from acupuncture treatment. Among these possible complications are: areas of anesthesia, fainting, weakness, nausea, hematoma, infection, pain and discomfort, pneumothorax, and aggravation of present symptoms. Being hungry, tired, or stressed can infrequently make the body more sensitive to the acupuncture treatment. Please tell your provider if you have any conditions that may inhibit blood clotting, such as hemophilia or coumadin use. Please use caution when walking with bare feet in the treatment room.

I further understand and agree to hold harmless, to indemnify and to protect against court action the individual therapist as well as the management and owners of this clinic, in the event of accidental injury on these premises.

### **Payment Practices**

Acupuncture Associates gladly accepts health insurance, automobile insurance, and worker's compensation as payment. Insurance coverage depends upon your individual plan. Please call your insurance company to verify your acupuncture benefits. In the event your insurance does not cover acupuncture, discounted charges will be collected at the time of service.

### **Payment Agreement**

I authorize Whole Health Center to release any information required to process this claim to any insurance company or attorney in this case. I also authorize my insurance company or medical provider to release my medical records to Whole Health Center. This information is to be used for the purpose of processing my claims for benefits due. I hereby agree that a photocopy of the document is as valid and effective as the original.

I hereby authorize my insurance benefits to be paid directly to Acupuncture Associates. I assume full responsibility for and agree to pay all costs, charges, and expenses of every kind and description for services furnished by Acupuncture Associates. I agree to pay charges and services not covered by any insurance or other third-party payer and/or not paid to Acupuncture Associates for any reason within a reasonable time (as determined by Acupuncture Associates). The amount of the bill shall be due and payable upon presentation to the patient, his/her agent, guardian, conservator, or third party responsible for payment of the charges.

### **Cancellation Notice**

Please be considerate of your appointment time. We make every effort to respect your time and see you promptly when you are scheduled. Please call if you cannot make your appointment or you are running late. Patients who consistently miss their appointments or fail to cancel 24 hours in advance may be charged for their missed appointments.

I have read and understand the above Informed Consent statement. I agree to the conditions set forth in this statement.

**Patient's Name (Please print):** \_\_\_\_\_

**Signature of patient or legal guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

# Acupuncture Privacy Practices

As your health care provider, we use your health information for evaluation and treatment; as well as to obtain payment for treatment. If you are referred to another health care provider, or at your request, your medical records may be shared with those providers. We may use your health care information without your authorization for the following reasons:

1. Public health safety
2. Auditing purposes
3. Emergencies
4. At the request of your insurance carrier
5. When required by law

In all other circumstances, we will ask your written permission to release your medical information in the form of a "Release of Medical Records" form. If you choose to sign such a form, you have the right to revoke that authorization at any time. If you would like to review our "Notice of Privacy Practices," please request a copy at the front desk. If, at any time, we change our policies regarding your medical information, you will be informed with a new "Privacy Practices" form to sign, as well as a new copy of "Notice of Privacy Practices."

You have the right to view and obtain a copy of your medical record. You also have the right to know to whom we have disclosed your medical records. If you believe the information in your medical record is not correct or missing information, you have the right to request that such information is corrected or added to your medical record.

If you have any questions or concerns about your medical records, please contact Whole Health Center, or you can file a written complaint with the U.S. Department of Health and Human Services. Whole Health Center is required by law to protect your medical information and provide this notice to you, along with your signature acknowledging your receipt of this information.

Whole Health Center reserves the right to change the privacy practices that are described in the "Notice of Privacy Practices." You may obtain a revised "Notice of Privacy Practices" by notifying the office of Whole Health Center and requesting a revised copy. Our office sends thank you cards for referrals, periodic newsletters, and participates in other non-private contact. This may be via email or postal service. Reminders of your appointments may be via email or telephone.

## Consent

I understand that I have a right to read the "Notice of Privacy Practices" prior to signing this form. The "Notice of Privacy Practices" describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills, or in the performance of health care operations at Whole Health Center. This "Notice of Privacy Practices" also describes my rights, as well as the duties of the practitioner with respect to my protected health information.

I consent to the use or disclosure of my protected health information by Whole Health Center for the purpose of analyzing, diagnosing, or providing treatment; as well as obtaining payment for my health care bills or to conduct health care operations. I understand that analysis and treatment by Acupuncture Associates may be conditioned upon my consent as evidenced by my signature below.

I understand I have the right to request a restriction as to how my protected health information is used or disclosed to carry out treatment, payment, or healthcare operations of the practice. Whole Health Center is not required to agree to the restrictions that I may request. However, if Whole Health Center agrees to a restriction that I request, the restriction is binding on Whole Health Center. I have the right to revoke this Consent, in writing, at any time, except to the extent that Whole Health Center has taken action in reliance on this Consent.

My "protected health information" means health information, including any demographic information collected from me and created or received by my physician, another health care provider, a health plan, my employer, or a healthcare clearinghouse. This protected health information relates to my past, present, or future physical or mental health or condition that identifies me, or there is a reasonable basis to believe the information may identify me.

**Patient's Name (Please print):** \_\_\_\_\_

\_\_\_\_\_  
**Signature of patient or legal guardian**

\_\_\_\_\_  
**Date**



## Financial Policy for Patient Care Services

Whole Health Center wants to provide the most efficient and affordable health care services, so it is necessary for us to have a financial policy stating our requirements for timely payment of services and products provided by our office. We welcome the opportunity to discuss any aspect of our financial policy.

To help us help you, please:

- 1) Provide us with accurate and updated information on yourself and your insurance company.
- 2) Pay at the time of service for your entire balance.
- 3) Discuss your account balance only with the front office staff. It is important for practitioners to be allowed to provide patient care. If the front office staff cannot help you, do not hesitate to contact the office manager.

### Insurance Patients:

We are happy to file insurance claims as a courtesy to you. It is your responsibility to see that the claims are paid. As stated by your insurance company: **“Verification of benefits is no guarantee of payment.”** If you have insurance and we file with your carrier for you, you will be responsible for all charges not paid by the insurance company. The balance due is your responsibility if we have not received payment from your insurance company within 60 days.

Whole Health Center sends claims with procedure codes to the insurance companies. Your insurance company then chooses the “reasonable and customary” amount to apply to your visit. Your insurance plan is a contract between you and your insurance company, therefore any amount applied toward your deductible must be paid in full.

By signing this financial policy:

- 1) You are authorizing Whole Health Center, Acupuncture Associates, their providers, and employees to release any necessary information related to this visit and all future visits to your insurance company for the purpose of claim(s) payment. You are giving authorization to submit your claims without obtaining your signature on each and every claim submitted.
- 2) You are authorizing your insurance company and your medical provider to release your medical records to Whole Health Center and Acupuncture Associates for the purpose of claim(s) payment.
- 3) You are authorizing your insurance company to pay any medical benefits and all future claims for services provided by our office directly to Whole Health Center and/or Acupuncture Associates.
- 4) You are giving Whole Health Center and Acupuncture Associates the right to speak with your insurance company, any third party insurance company, and your attorney regarding your claims and bills.
- 5) You agree that a photocopy of any document is as valid and effective as the original.

Whole Health Center, Acupuncture Associates, and its providers accept worker’s compensation and auto accident insurance. We require that a lien signed by the patient and any attorneys is on file when applicable. Whole Health Center and its providers are willing to extend the expectation of payment within 60 days for worker’s compensation and auto accident insurance when Med-Pay is not available.

If you prefer that we do not file insurance claims for you, you may pay the time-of-service discounted rate and send the claim to your insurance carrier. If you choose to submit your own claims, we will provide you with a super bill, but cannot assist you in filing your claims.

**Self-Pay Patients:**

If you do not have insurance or our services are not covered by your insurance company, you will be considered a “self-pay” patient. Family plans and discounts must be applied at the time of service and cannot be back-dated. If you have a financial hardship, an application for financing or a financial hardship discount must be completed before or at the time of service. It is important to Whole Health Center that you become well now, even if we need to work with your financial budget.

**Cancellation Policy:**

In order to provide you with the best care, please arrive 10 minutes prior to your appointment—late arrival may result in cancellation. We require 24 hours’ notice of cancellation or you may be charged a fee. Please remember that failure to appear for your appointment prevents others from receiving care.

**Finance Charges:**

Failure to pay for services and products provided by our office will result in a finance charge. If we need to forward your account over to a collections agency for further legal action, you will be responsible for the entire balance on your account plus any collection fees. The responsibility for payment of medical services for you or your dependents is yours; due and payable at the time services are rendered unless financial arrangements have been made. You are responsible for all costs of collection, including attorney fees, collection fees, and court costs. Any unpaid balance will be assessed interest at the rate of 18.00% (1.5% monthly).

**Payment Options:**

For your convenience, we are happy to keep your credit card on file and secured for payment of all services and products.

Please ask the front desk if you would like to apply for Care Credit financing and/or financial hardship.

**Healthy People are Happy People**

\_\_\_\_\_  
Patient’s Name (please print)

\_\_\_\_\_  
Responsible Party or Authorized Person Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Whole Health Center Signature

\_\_\_\_\_  
Date

If you would like to keep your credit card on file in a secured location in our system, please tell the front desk.