

ADULT INTAKE FORM

Our health is influenced by many different factors and you provide valuable information to understand your current health.

GENERAL CONTACT INFORMATION

Name _____
(Last name) (First name)

Birthdate (mm-dd-yy): _____ Gender: _____ Today's Date (mm-dd-yy): _____

Address: _____
Street City Province Postal Code

Phone (H): _____ (C): _____ E-mail: _____

May we leave you a message about your appointment: Y N Preference: Home Cell Email

Occupation: _____ How did you hear about the clinic? _____

Medical Doctor: _____ Last Physical Exam: _____
Name Telephone (M/Y)

Emergency Contact: _____
Name Phone Number Relationship

Do you have health benefits? Y N Provider: _____

PERSONAL MEDICAL HISTORY

What are your health concerns, in order of importance to you?
1. _____
2. _____
3. _____

Please indicate any health conditions, illnesses, injuries, and any hospitalizations along with approximate dates:

Do you have any allergies or hypersensitivities to any of the following?
Foods: _____

Medicines / Supplements: _____
Environment: _____
Other: _____

Do you have any dietary restrictions? (Religious, Vegetarian, Vegan, etc.)? _____

Please list all medications, vitamins or supplements you are currently taking including brands:

Please list any other Healthcare Providers you are currently seeing:

FAMILY MEDICAL HISTORY

Indicate if any of your following relatives (F: Father; M: Mother; B: Brother; S: Sister; C: Children; Sp: Spouse; MGM: maternal grandmother; PGM: paternal grandmother; MGF: maternal grandfather; PGF: paternal grandfather) have any of the following:

Condition	Relative	Condition	Relative	Condition	Relative
Allergies/ Hay Fever		Epilepsy		Multiple Sclerosis	
Alcoholism/ Drug Addictions		Fibromyalgia		Myasthenia gravis	
Alzheimer's / Parkinson's		Glaucoma		Osteoporosis	
Anemia		Headaches		Obesity	
Arthritis (Rheumatoid, Osteo)		Heart Disease		Skin Conditions	
Asthma		High Blood Pressure		Stroke	
Autoimmune Disease		High Cholesterol		Syphilis	
Cancer		Kidney Disease		Thyroid	
Celiac Disease		Liver Disease		Tuberculosis	
Diabetes		Lupus		Other	
Digestive (Crohn's, Colitis, IBS, etc)		Mental Illness			

LIFESTYLE HABITS

Drinks	How many/ week?	Have you quit?		How many / week?	Have you quit?
Alcohol			Cigarettes		
Caffeine			Cigars / Pipes / Vaping		
Soft Drinks			Marijuana		
Juice			Recreational Drugs		

Are you exposed to significant tobacco smoke? (Work, Home, Etc.) Yes No
 Are you frequently exposed to animals? (Pets, Work, etc.) Yes No

Do you exercise regularly? What do you do for exercise? How often? How long?

What are your hobbies? What do you do in your spare time?

How stressful is your work? Life? How do you handle your stresses?

REVIEW OF SYSTEMS

GENERAL

Height: _____ Weight: _____ Max weight: _____ Weight one year ago: _____

For the following check "YES" if you are experiencing the symptom now or have in the last year. Check "PAST" if you've had the symptom more than a year ago. If you've never had the condition, leave it blank.

MUSCULOSKELETAL

	YES	PAST		YES	PAST		YES	PAST
Joint pain	<input type="checkbox"/>	<input type="checkbox"/>	Broken bones	<input type="checkbox"/>	<input type="checkbox"/>	Backache	<input type="checkbox"/>	<input type="checkbox"/>
Joint stiffness	<input type="checkbox"/>	<input type="checkbox"/>	Muscle spasm/cramps	<input type="checkbox"/>	<input type="checkbox"/>	Muscle pain	<input type="checkbox"/>	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Weakness	<input type="checkbox"/>	<input type="checkbox"/>	Reduced movement	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			Joint swelling	<input type="checkbox"/>	<input type="checkbox"/>	Decreased flexibility	<input type="checkbox"/>	<input type="checkbox"/>

RESPIRATORY

	YES	PAST		YES	PAST		YES	PAST
Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	Sputum	<input type="checkbox"/>	<input type="checkbox"/>	Pain on breathing	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	SARS	<input type="checkbox"/>	<input type="checkbox"/>	Difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculin Test	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath (SOB)	<input type="checkbox"/>	<input type="checkbox"/>
Chronic cough	<input type="checkbox"/>	<input type="checkbox"/>	Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	SOB at night	<input type="checkbox"/>	<input type="checkbox"/>
Spitting up blood	<input type="checkbox"/>	<input type="checkbox"/>	Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	SOB lying down	<input type="checkbox"/>	<input type="checkbox"/>
Wheezing	<input type="checkbox"/>	<input type="checkbox"/>	Pleurisy	<input type="checkbox"/>	<input type="checkbox"/>	Last Chest-ray: _____		

GASTROINTESTINAL

	YES	PAST		YES	PAST		YES	PAST
Trouble swallowing	<input type="checkbox"/>	<input type="checkbox"/>	Jaundice (yellow skin)	<input type="checkbox"/>	<input type="checkbox"/>	Hemorrhoids	<input type="checkbox"/>	<input type="checkbox"/>
Change in thirst	<input type="checkbox"/>	<input type="checkbox"/>	Liver disease	<input type="checkbox"/>	<input type="checkbox"/>	Black, tarry stool	<input type="checkbox"/>	<input type="checkbox"/>
Change in appetite	<input type="checkbox"/>	<input type="checkbox"/>	Gall bladder disease	<input type="checkbox"/>	<input type="checkbox"/>	Abdominal pain	<input type="checkbox"/>	<input type="checkbox"/>
Nausea	<input type="checkbox"/>	<input type="checkbox"/>	Ulcer	<input type="checkbox"/>	<input type="checkbox"/>	Food allergy	<input type="checkbox"/>	<input type="checkbox"/>
Vomiting	<input type="checkbox"/>	<input type="checkbox"/>	Indigestion	<input type="checkbox"/>	<input type="checkbox"/>	Hernias	<input type="checkbox"/>	<input type="checkbox"/>
Vomiting blood	<input type="checkbox"/>	<input type="checkbox"/>	Constipation	<input type="checkbox"/>	<input type="checkbox"/>	Bowel movements - how often?		
Blood in stool	<input type="checkbox"/>	<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Belching	<input type="checkbox"/>	<input type="checkbox"/>	Flatulence	<input type="checkbox"/>	<input type="checkbox"/>	Is this a change?	Y	N
Heartburn	<input type="checkbox"/>	<input type="checkbox"/>	Rectal bleeding	<input type="checkbox"/>	<input type="checkbox"/>			

SKIN/ HAIR/ NAILS

	YES	PAST		YES	PAST		YES	PAST
Frequent rashes	<input type="checkbox"/>	<input type="checkbox"/>	Dry Skin	<input type="checkbox"/>	<input type="checkbox"/>	Hair loss	<input type="checkbox"/>	<input type="checkbox"/>
Hives	<input type="checkbox"/>	<input type="checkbox"/>	Eczema	<input type="checkbox"/>	<input type="checkbox"/>	Changes in hair growth	<input type="checkbox"/>	<input type="checkbox"/>
Itching	<input type="checkbox"/>	<input type="checkbox"/>	Mole changes	<input type="checkbox"/>	<input type="checkbox"/>	Change in skin texture	<input type="checkbox"/>	<input type="checkbox"/>
Boils	<input type="checkbox"/>	<input type="checkbox"/>	Lumps	<input type="checkbox"/>	<input type="checkbox"/>	Nail changes	<input type="checkbox"/>	<input type="checkbox"/>
Psoriasis	<input type="checkbox"/>	<input type="checkbox"/>	Night sweats	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____		
Acne	<input type="checkbox"/>	<input type="checkbox"/>	Skin cancer	<input type="checkbox"/>	<input type="checkbox"/>			

URINARY

	YES	PAST		YES	PAST		YES	PAST
Pain on urination	<input type="checkbox"/>	<input type="checkbox"/>	Inability to hold urine	<input type="checkbox"/>	<input type="checkbox"/>	Blood in urine	<input type="checkbox"/>	<input type="checkbox"/>
Increased frequency	<input type="checkbox"/>	<input type="checkbox"/>	Frequent infections	<input type="checkbox"/>	<input type="checkbox"/>	Urgency	<input type="checkbox"/>	<input type="checkbox"/>
Frequency at night	<input type="checkbox"/>	<input type="checkbox"/>	Kidney stones	<input type="checkbox"/>	<input type="checkbox"/>	Hesitancy	<input type="checkbox"/>	<input type="checkbox"/>

MALE REPRODUCTIVE

	YES	PAST		YES	PAST		YES	PAST
Hernias	<input type="checkbox"/>	<input type="checkbox"/>	Sexual difficulties	<input type="checkbox"/>	<input type="checkbox"/>	Penile sores	<input type="checkbox"/>	<input type="checkbox"/>
Testicular masses	<input type="checkbox"/>	<input type="checkbox"/>	Venereal disease	<input type="checkbox"/>	<input type="checkbox"/>	STIs	<input type="checkbox"/>	<input type="checkbox"/>
Testicular pain	<input type="checkbox"/>	<input type="checkbox"/>	Penile discharge	<input type="checkbox"/>	<input type="checkbox"/>	Sexually active	<input type="checkbox"/>	<input type="checkbox"/>

FEMALE REPRODUCTIVE

	YES	PAST		YES	PAST		YES	PAST
Bleeding between periods	<input type="checkbox"/>	<input type="checkbox"/>	Difficulty conceiving	<input type="checkbox"/>	<input type="checkbox"/>	Vaginal itching	<input type="checkbox"/>	<input type="checkbox"/>
Regular periods	<input type="checkbox"/>	<input type="checkbox"/>	Sexually active	<input type="checkbox"/>	<input type="checkbox"/>	Breast lumps	<input type="checkbox"/>	<input type="checkbox"/>
Pain during intercourse	<input type="checkbox"/>	<input type="checkbox"/>	Sexual difficulties	<input type="checkbox"/>	<input type="checkbox"/>	Breast pain or tenderness	<input type="checkbox"/>	<input type="checkbox"/>
Painful menses	<input type="checkbox"/>	<input type="checkbox"/>	Venereal disease	<input type="checkbox"/>	<input type="checkbox"/>	Nipple discharge	<input type="checkbox"/>	<input type="checkbox"/>
Excessive flow	<input type="checkbox"/>	<input type="checkbox"/>	STIs	<input type="checkbox"/>	<input type="checkbox"/>	Breast Cancer	<input type="checkbox"/>	<input type="checkbox"/>
PMS	<input type="checkbox"/>	<input type="checkbox"/>	Vaginal discharge	<input type="checkbox"/>	<input type="checkbox"/>	Ovarian Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Age menses began: _____			Last menstrual period: _____			Number of live births: _____		
Avg number of days of flow: _____			Last PAP - (date): _____			Number of miscarriages: _____		
Length of cycle: _____			Number of pregnancies: _____			Number of abortions: _____		

HEAD/ EYES/ EARS/ NOSE/ MOUTH/ THROAT/ NECK

	YES	PAST		YES	PAST		YES	PAST
Impaired vision	<input type="checkbox"/>	<input type="checkbox"/>	Blind spot	<input type="checkbox"/>	<input type="checkbox"/>	Sinus problems	<input type="checkbox"/>	<input type="checkbox"/>
Glasses/contacts	<input type="checkbox"/>	<input type="checkbox"/>	Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Frequent sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Eye pain	<input type="checkbox"/>	<input type="checkbox"/>	Migraines	<input type="checkbox"/>	<input type="checkbox"/>	Sore tongue/mouth	<input type="checkbox"/>	<input type="checkbox"/>
Tearing	<input type="checkbox"/>	<input type="checkbox"/>	Head injury	<input type="checkbox"/>	<input type="checkbox"/>	Bleeding gums	<input type="checkbox"/>	<input type="checkbox"/>
Dryness	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	Hoarseness	<input type="checkbox"/>	<input type="checkbox"/>
Double vision	<input type="checkbox"/>	<input type="checkbox"/>	Impaired hearing	<input type="checkbox"/>	<input type="checkbox"/>	Dental cavities	<input type="checkbox"/>	<input type="checkbox"/>
Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>	Earache	<input type="checkbox"/>	<input type="checkbox"/>	Mouth ulcers	<input type="checkbox"/>	<input type="checkbox"/>
Cataracts	<input type="checkbox"/>	<input type="checkbox"/>	Ear discharge	<input type="checkbox"/>	<input type="checkbox"/>	Loss of taste	<input type="checkbox"/>	<input type="checkbox"/>
Blurring	<input type="checkbox"/>	<input type="checkbox"/>	Ear infections	<input type="checkbox"/>	<input type="checkbox"/>	Neck Lumps	<input type="checkbox"/>	<input type="checkbox"/>
Light Sensitive	<input type="checkbox"/>	<input type="checkbox"/>	Frequent colds	<input type="checkbox"/>	<input type="checkbox"/>	Swollen glands	<input type="checkbox"/>	<input type="checkbox"/>
Itchy eyes	<input type="checkbox"/>	<input type="checkbox"/>	Nose bleeds	<input type="checkbox"/>	<input type="checkbox"/>	Goiter	<input type="checkbox"/>	<input type="checkbox"/>
Redness	<input type="checkbox"/>	<input type="checkbox"/>	Nose stuffiness	<input type="checkbox"/>	<input type="checkbox"/>	Neck Pain or stiffness	<input type="checkbox"/>	<input type="checkbox"/>
Eye discharge	<input type="checkbox"/>	<input type="checkbox"/>	Hay fever	<input type="checkbox"/>	<input type="checkbox"/>			

CARDIOVASCULAR

	YES	PAST		YES	PAST		YES	PAST
Thrombophlebitis	<input type="checkbox"/>	<input type="checkbox"/>	Varicose veins	<input type="checkbox"/>	<input type="checkbox"/>	Swelling in ankles	<input type="checkbox"/>	<input type="checkbox"/>
Leg cramps	<input type="checkbox"/>	<input type="checkbox"/>	Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	Palpitations	<input type="checkbox"/>	<input type="checkbox"/>
Extremity numbness	<input type="checkbox"/>	<input type="checkbox"/>	Angina	<input type="checkbox"/>	<input type="checkbox"/>	Fainting	<input type="checkbox"/>	<input type="checkbox"/>
Extremity coldness	<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Cyanosis	<input type="checkbox"/>	<input type="checkbox"/>
Extremity swelling	<input type="checkbox"/>	<input type="checkbox"/>	Low blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Past ECG	<input type="checkbox"/>	<input type="checkbox"/>
Extremity ulcers	<input type="checkbox"/>	<input type="checkbox"/>	Murmurs	<input type="checkbox"/>	<input type="checkbox"/>	Other heart tests	<input type="checkbox"/>	<input type="checkbox"/>
Deep leg pain	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____		
Cold hands/feet	<input type="checkbox"/>	<input type="checkbox"/>	Chest pain	<input type="checkbox"/>	<input type="checkbox"/>			

PSYCHOLOGICAL/ NEUROLOGICAL

	YES	PAST		YES	PAST		YES	PAST
Fainting	<input type="checkbox"/>	<input type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>	Sexual difficulties	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Mood swings	<input type="checkbox"/>	<input type="checkbox"/>	Suicidal thoughts	<input type="checkbox"/>	<input type="checkbox"/>
Convulsions	<input type="checkbox"/>	<input type="checkbox"/>	Anxiety or nervousness	<input type="checkbox"/>	<input type="checkbox"/>	Recurrent thoughts	<input type="checkbox"/>	<input type="checkbox"/>
Paralysis	<input type="checkbox"/>	<input type="checkbox"/>	Tension	<input type="checkbox"/>	<input type="checkbox"/>	Binge eating	<input type="checkbox"/>	<input type="checkbox"/>
Tremor	<input type="checkbox"/>	<input type="checkbox"/>	Phobias	<input type="checkbox"/>	<input type="checkbox"/>	Eating Disorder	<input type="checkbox"/>	<input type="checkbox"/>
Muscle weakness	<input type="checkbox"/>	<input type="checkbox"/>	Hallucinations	<input type="checkbox"/>	<input type="checkbox"/>	Low Self Esteem	<input type="checkbox"/>	<input type="checkbox"/>
Numbness or tingling	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol/drug abuse	<input type="checkbox"/>	<input type="checkbox"/>	PTSD	<input type="checkbox"/>	<input type="checkbox"/>
Loss of memory	<input type="checkbox"/>	<input type="checkbox"/>	Insomnia	<input type="checkbox"/>	<input type="checkbox"/>	Self-Injury	<input type="checkbox"/>	<input type="checkbox"/>
Loss of balance	<input type="checkbox"/>	<input type="checkbox"/>	Sadness	<input type="checkbox"/>	<input type="checkbox"/>	Poor Concentration	<input type="checkbox"/>	<input type="checkbox"/>
Loss of coordination	<input type="checkbox"/>	<input type="checkbox"/>	Grief	<input type="checkbox"/>	<input type="checkbox"/>	Memory difficulties	<input type="checkbox"/>	<input type="checkbox"/>
Speech problems	<input type="checkbox"/>	<input type="checkbox"/>	Anger	<input type="checkbox"/>	<input type="checkbox"/>	Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>

Is there anything related to your health that has not been covered?

Thank you for completing this form. The info provided will be discussed in further detail during your initial visit.



Informed Consent Form

Naturopathic medicine is the treatment and prevention of diseases by natural means. Naturopathic Doctors assess the whole person, taking into consideration physical, mental, emotional and spiritual aspects of the individual. Gentle, non-invasive techniques are generally used in order to stimulate the body's inherent healing capacity. Your Naturopathic Doctor will take a thorough case history and perform a physical examination. Each patient seeking care in this clinic should understand that the practitioner is a Naturopathic Doctor, not a medical doctor.

It is very important that you inform your Naturopathic Doctor immediately of any disease process from which you are suffering and any medications/over the counter drugs that you are currently taking. Please advise your Naturopathic Doctor immediately if you are pregnant, suspect you are pregnant or if you are breast-feeding.

As a patient you will receive information about your diagnosis and/or treatment, alternative courses of action, the material effects, costs, expected benefits, risks, side effects and in each case the consequences of not having the diagnosis and/or treatment acted upon. Treatments used in this clinic include injections, IV therapy, IV Chelation, Prolotherapy, Ozone therapy, nutrition, botanical medicine, lifestyle counseling, homeopathy, Traditional Chinese medicine (including acupuncture), hydrotherapy, physical medicine, and laboratory testing and supplement recommendations.

There are some slight health risks associated with treatment by naturopathic medicine. These include but are not limited to:

- Homeopathic remedies may occasionally result in the aggravation of pre-existing symptoms. When this occurs the duration is usually short.
- Some patients experience allergic reactions to certain supplements and herbs. Please advise your Naturopathic Doctor of any allergies you may have.
- Pain, bruising or injury from venipuncture or acupuncture or Intravenous therapy.
- Fainting or puncturing of an organ with acupuncture needles or accidental burning of the skin from the use of moxa

The Naturopathic Doctor is trained to handle emergencies should the need arise.

I have been informed and I understand that:

- I am free to withdraw my consent and to discontinue treatment at any time.
- My Naturopathic Doctor will explain the exact nature of any treatment provided and will answer any questions I may have.
- The clinic does not guarantee treatment results.
- I agree to pay my account in full at each visit. I am aware that Alberta Health Care does not cover these fees.
- I understand cancellations must be made with 24 hours notice or a missed appointment fee applies.

Patient Name (please print): _____

Signature of Patient or Guardian: _____ Date: _____

PATIENT PRIVACY POLICY CONSENT FORM

Privacy of your personal information is an important part of providing you with quality naturopathic care. Dr. Kaler understands the importance of protecting your personal information. She is committed to collecting, using, and disclosing your personal information responsibly.

We strive to ensure that:

- Only necessary information is collected about you;
- We only share your information with your written consent;
- Storage, retention, and destruction of your personal information complies with existing privacy legislation and privacy protection protocols of our regulatory body, The College of Naturopathic Doctors of Alberta.

Information is collected, used and disclosed about you for the following purposes:

- To assess your health concerns and advise you of treatment options;
- To establish and maintain contact with you and remind you of upcoming appointments;
- To communicate with other treating health-care providers;
- To allow us to efficiently follow-up for treatment, care and billing;
- To comply with legal and regulatory requirements;

I have read and understand how Dr. Kaler will use my personal information and the steps taken to protect my information. I am giving my informed consent to the collection, use and/or disclosure of my personal information as detailed above.

Signature of Guardian or Patient: _____ Date: _____

EMAIL CONSENT FORM

I hereby acknowledge that I consent to email communications about my care. It is my responsibility to inform Dr. Kaler if my email address changes. I understand that I am exposing myself to certain risks, which include but are not limited to:

- The privacy and security of email communication cannot be guaranteed.
- Email can be intercepted, altered, forwarded, or used without authorization or detection.
- Email can be circulated, forwarded, and stored in numerous paper and electronic files.
- Backup copies of Email may exist even after sender or recipients have deleted their copy.
- Email senders can easily misaddress an Email or be received by unintended recipients
- Email is easier to falsify than handwritten or signed documents.

Dr. Kaler will use reasonable means to protect the security and confidentiality of emails. Due to the risks above, Dr. Kaler cannot guarantee the security and confidentiality of emails and will not be liable for improper disclosure of confidential information that is not caused by Dr. Kaler's intentional misconduct.

Please be advised all Emails to or from Dr. Kaler will be made part of your medical record. Dr. Kaler will not forward Emails to independent third parties without the patient's prior written consent, except as authorized or required by law.

Email is not the primary method of contact. It will not be used for medical emergencies or other time-sensitive matters. I realize that no medical advice will be provided over email and that email is **only** to clarify matters already discussed in appointments with Dr. Kaler. All new concerns require me to book a follow-up appointment.

I acknowledge that I have read and fully understood this consent. I understand the risks associated with email communications between Dr. Kaler and myself, and consent to the conditions outlined. In addition, I agree to the instructions for communicating by Email, as well as any other instructions that Dr. Kaler may impose.

Signature of Patient or Guardian: _____ Date: _____



CANCELLATION POLICY

If I am unable to make a scheduled appointment I must provide 24 hours advance notice to avoid being charged a missed appointment fee that can be either \$50 or the full cost of the visit. I agree to pay my full account at the time of each visit or treatment, including fees for services, cost of supplements, cost of laboratory tests, administrative fees as well as any other applicable fees.

Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show". They will be charged for their "missed" appointment and all future services will be denied until the account is settled.

In the event that an appointment is cancelled or rescheduled with less than 24 hours' notice you are subject to a late cancellation fee of \$50.

Patient(s) Name: _____

Signature of Patient or Guardian: _____ Date: _____

DIRECT BILLING AND CREDIT CARD POLICY

Direct Billing with insurance provides a preauthorization for payment. However, in some cases the amount authorized can change when payment is received or the payment may be sent to the plan member instead. Therefore, it is clinic policy in order to direct bill any insurance company that a valid credit card must be provided and kept on file. The credit card information provided below will only be used in the event that less than 24 hours' notice was provided for cancellations or changes, no show appointments, supplement refills or if insurance does not pay Harmony Health Integrative Centre the amount authorized. In the event the credit card does not work, the balance owing must be paid within 5 business days of being advised. Harmony Health Integrative Centre reserves the right to cancel any future appointments until this is done. The credit card must be updated in order to direct bill in the future as well.

Credit Card information: Visa MasterCard

Name on Card (please print): _____

Credit Card Number: _____

Expiration Date (Month/ Year): _____ CVV: _____

Cardholder's Full signature: _____ Today's Date: _____