

Welcome to

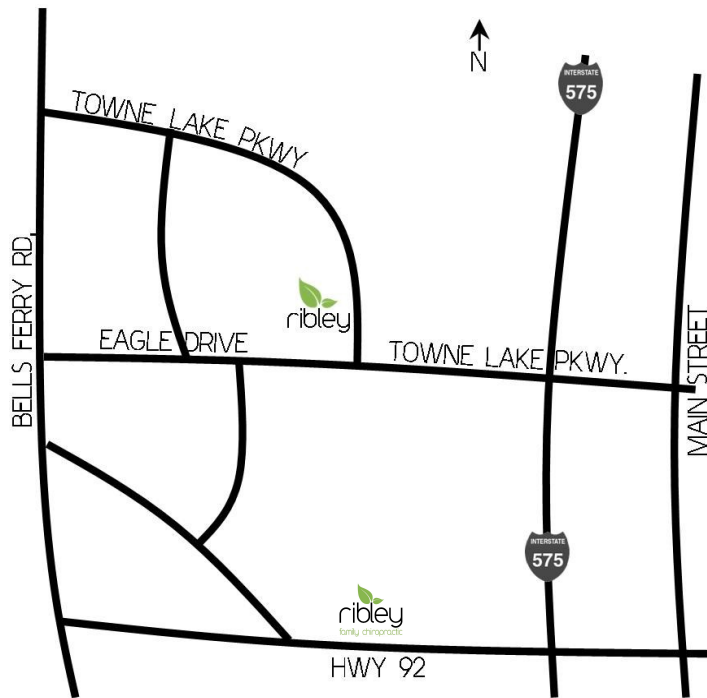


Woodstock, Georgia

At Ribley Family Chiropractic we value our patients and aim to provide not only the best possible chiropractic care, but a smooth registration process. This packet contains helpful information and several forms that you will complete. It is important that you read all the forms enclosed in this packet. Please print pages 5-9 of this document and bring your completed forms with you on your first visit.

Your driver's license will be required for proof of identity as well a valid insurance card if you are using health insurance. Please have these items available when you register with our Patient Manager on your first visit.

Please arrive 10 minutes prior to your appointment time so that we may review your completed forms and take care of any other administrative details. If you have any questions after reviewing this information please call our office at 770-592-2505.



2453 Towne Lake Parkway, Woodstock GA 30189

&

8811 Hwy 92 Suite 114, Woodstock GA 30189  
(Next to Body Plex Gym)

#### from Atlanta/Marietta

take I-75 North to I-575 North  
take exit 8 -Towne Lake Parkway  
turn left onto Towne Lake Parkway  
as you pass McDonald's stay to the right  
Towne Lake Parkway bears to your  
right  
at the first traffic light turn left  
The office is immediately on your left

#### from East Woodstock/Roswell

Take Hwy 92 West toward downtown  
Woodstock  
Turn right on I-575 North  
take exit 8 -Towne Lake Parkway  
turn left onto Towne Lake Parkway  
as you pass McDonald's stay to the right  
Towne Lake Parkway bears to your right  
at the first traffic light turn left  
The office is immediately on your left

## Office Hours

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Monday - Friday 9-6:30

Saturday 8:30-11  
By appointment only

## Contact Us

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2453 Towne Lake Parkway  
Woodstock, Georgia 30189

8811 Hwy 92 Suite 114,  
Woodstock GA 30189  
(Next to Body Plex Gym)

{ph} 770-592-2505

{fax} 770-592-2433

{email} [getwell@ribleychiro.com](mailto:getwell@ribleychiro.com)

[www.ribleychiro.com](http://www.ribleychiro.com)

## Scheduling Appointments

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RFC believes your time is valuable. We see new patients at special times to minimize your wait to see the doctor. This is why we ask that you please give us 48 hours notice when cancelling an appointment. This will give us ample time to restructure our schedule

## Payment

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Payment is expected at the time of service. Your insurance coverage and payment plans may be discussed with the Financial Counselor at your first visit.

We accept cash, checks and all major credit cards.

Which Doctor are you seeing today?

PROVIDER

- Dr. Frank Noble/Dan Ribley
- Dr. Ken Kilgore
- Dr. Shawn Ferguson/  
(Dr. Dawn &/or Dr. Melanie)
- Dr. Peri Fletcher
- Dr. Heidi Arabia
- Dr. Niki Sullivan
- Dr. Deborah Pogrelis
- Hwy 92 Location:**
- Dr. Kaitlyn VanStrien
- Dr. Hector Ortiz

# Welcome

How do you prefer to be contacted for appointment reminders?

- Call
- Email
- Text



ENTRANCE DATA

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  F  M

(full name, please do not use initials)

(month/day/year)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How did you FIRST hear about us?

- A friend who is a patient \_\_\_\_\_
- Internet search  Flyer/Coupon
- Facebook mention  Twitter mention
- Drive by  Word of mouth
- Other \_\_\_\_\_

Parent's Names: Mom \_\_\_\_\_

Dad \_\_\_\_\_

Number of Siblings: \_\_\_\_\_ Ages: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Who is responsible for expenses incurred?  Parent  Health Insurance  Auto Insurance

Does child have health insurance?  Yes  No Insurance Company: \_\_\_\_\_

Primary's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

**Payment in full is expected at time of service unless prior arrangements have been made.**

Do not write below this line.

Name: Birthdate: Today's Date: Pt. ID:

P

1. Reason for Seeking Chiropractic Care:

- 2. Is the condition: [ ] the result of an accident or injury? [ ] School [ ] Auto [ ] Other [ ] a worsening long-term problem?

3. Onset: When did you first notice the symptoms?

4. Intensity: How extreme are the symptoms? 1 absent --- 5 painful --- 10 agonizing

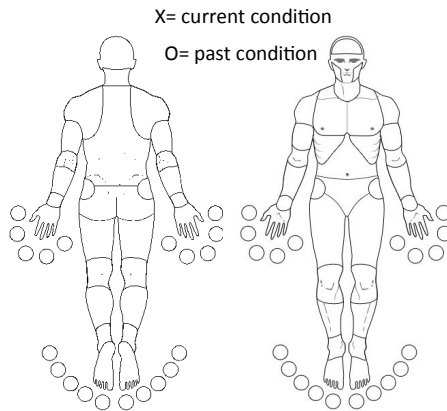
5. Duration/Timing: When and how often does it occur?

- Pain is: [ ] Constant [ ] Sometimes Worse in the: [ ] Morning [ ] Evening Better in the: [ ] Morning [ ] Evening

6. Quality of Symptoms: What does it feel like?

- [ ] numbness [ ] tingling [ ] stiffness [ ] dull [ ] aching [ ] cramping [ ] nagging [ ] sharp [ ] burning [ ] shooting [ ] throbbing [ ] stabbing [ ] Other

7. Location: Where does it hurt?



8. Radiating: To what areas does the pain radiate, shoot or travel?

9. Aggravating/Relieving Factors: What makes it worse, such as time of day, movement or certain activities?

What worsens the problem? What lessens the problem?

10. Prior Interventions: What have you done to relieve the symptoms?

- [ ] Medication [ ] Ice/Heat [ ] Homeopathic Remedies [ ] Physical Therapy [ ] Other [ ] Surgery [ ] Acupuncture [ ] Chiropractic [ ] Massage [ ] Stretching/Exercise

11. What else should the doctor know about the current condition?

12. How does the current condition interfere with:

School Work: Play or Sports: Household chores: Personal interactions:

13. Health History: Please answer the following questions about the child's history.

Height: Name of Pediatrician: Weight: Phone:

- Is your child involved in any high impact sports? [ ] No [ ] Yes, please explain Has your child ever been in a car accident? [ ] No [ ] Yes, please explain

Other traumas: Prior surgery: Medications/Supplements currently taking: Number of rounds of antibiotics in last 12 months: Other medications taken in last 12 months:

Vaccination History: [ ] Current [ ] Not Current [ ] Not Immunized

Number of hours of sleep per night: Quality of Sleep: [ ] Good [ ] Poor

14. Childhood Illnesses:

- Yes No [ ] [ ] Chicken Pox [ ] [ ] Rubella [ ] [ ] Rubeola [ ] [ ] Mumps [ ] [ ] Whooping Cough [ ] [ ] Other:

CHIEF COMPLAINT

HEALTH HISTORY

CONSULTATION NOTES

**Personal History**

Please identify the child's past health history, illnesses and treatments.

**15. Illnesses**

- Had  Have
- AIDS
  - Allergies
  - Anemia
  - Asthma
  - Blood Pressure High/Low
  - Bone Fracture
  - Cancer
  - Diabetes
  - Emotional Distress
  - Epilepsy
  - Heart Problem
  - Hepatitis
  - Kidney Problem
  - Malaria
  - Multiple sclerosis
  - Rheumatic fever
  - Scarlet fever
  - Scoliosis
  - Sinus Trouble
  - Spinal Disc Problem
  - Ulcer
- \_\_\_\_\_

**16. Treatments:**

Please indicate previous or current treatments:

- Past  Now
- Acupuncture
  - Antibiotics
  - Birth control pills
  - Blood transfusions
  - Chemotherapy
  - Chiropractic care
  - Dialysis
  - Herbs
  - Homeopathy
  - Inhaler
  - Massage therapy
  - Physical therapy
  - Nutritional supplements (list)
- \_\_\_\_\_

**17. Prenatal History:**

Only for children under 3 years of age.

- Location of birth:  Home  
 Hospital  
 Birth Center
- Pregnancy Complications:  No  Yes
- Explain: \_\_\_\_\_
- During Pregnancy:  Cigarettes  
 Alcohol  
 Medication
- Birth Intervention:  Forceps  
 Vacuum  
 Ceasarian
- Delivery Complications:  No  Yes
- Explain: \_\_\_\_\_
- Genetic Disorders :  No  Yes
- Explain: \_\_\_\_\_
- Birth Weight: \_\_\_\_\_ APGAR \_\_\_\_\_
- Breast Fed:  No  Yes
- How long? \_\_\_\_\_

**18. Family History**

Please give pertinent history of immediate family members.

Relative	State of Health Good / Poor		Illnesses	Age at death	Cause of death Natural / Illness	
Mother	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Father	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Sister 1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Sister 2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Brother 1	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Brother 2	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

19. Are there any other hereditary health issues that you know about? \_\_\_\_\_

**20. Lifestyle History**

- Alcohol use  Daily  Weekly How much? \_\_\_\_\_
- Coffee use  Daily  Weekly How much? \_\_\_\_\_
- Tobacco use  Daily  Weekly How much? \_\_\_\_\_
- Exercise  Daily  Weekly Type \_\_\_\_\_
- Water  Daily  Weekly How much? \_\_\_\_\_
- Vitamins  Daily  Weekly Type \_\_\_\_\_

**Females:** Is it possible that you are pregnant?  
 YES  NO

First day of last cycle: \_\_\_\_\_

**21. Activities of Daily Living:**

How does the condition interfere with the child's ability to function?

	No Affect	Moderate Affect	Severe Affect		No Affect	Moderate Affect	Severe Affect
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grocery shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rising out of chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Household chores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lying down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Showering or bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dressing self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Getting to sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using a computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staying asleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting in/out of car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exercising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking over shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yard work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caring for family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Endurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### TERMS OF ACCEPTANCE

When a patient seeks chiropractic health care and we accept a patient for such care, it is essential for both to be working towards the same objective. Chiropractic has only one goal, to detect and correct/reduce the vertebral subluxation complex. It is important that each patient understand both the objective and the method that will be used to attain it. This will prevent any confusion or disappointment.

**Adjustment:** An adjustment is the specific application of forces to facilitate the body's correction of vertebral subluxation. Our chiropractic method is by specific adjustments of the spine.

**Health:** A state of optimal physical, mental and social well-being, not merely the absence of disease or infirmity.

**Vertebral Subluxation:** A misalignment of one or more of the 24 vertebra in the spinal column which caused alteration of nerve function and interference to the transmission of mental impulses, resulting in a lessening of the body's innate ability to express its maximum health potential.

We do not offer to diagnose or treat disease any condition other than vertebral subluxation. Regardless of what the disease is called, we do not offer to treat it. Nor do we offer advice regarding treatment prescribed by others. OUR ONLY PRACTICE OBJECTIVE is to eliminate a major interference to the expression of the body's innate wisdom. Our only method is specific adjusting to correct vertebral subluxations.

It is understood and agreed the amount paid to Ribley Family Chiropractic for x-ray, is for examination only and the x-ray negatives will remain the property of this office, being on file where they may be seen at any time while a patient of this office.

#### CONSENT TO CARE

I do hereby authorize the doctors of Ribley Family Chiropractic to administer such care that is necessary for my particular case. This care may include consultation, examination, adjustments, or any other procedure which is advisable and necessary for my health care. I further understand that a fee for services rendered will be charged and that I am responsible for this fee whether results are obtained or not. I also understand any sum of money paid under assignment by any insurance shall be credited to my account, and I shall be personally liable for any and all of the unpaid balance to the doctor.

#### MESSAGE CANCELLATION POLICY

A 24-hour notice is required for canceling massage appointments. Since our therapist are only compensated for their scheduled massages, failure to give a 24-hour notice for cancellation will result in a broken appointment fee of \$30 out of pocket, regardless if your insurance usually covers massages. If a spouse or child takes the appointment for you the fee will be waived.

If you arrive late for a massage appointment your finish time will not be extended. Your massage will end at the scheduled time. If you arrive more than 10 minutes late you will not receive a time extension and will be charged for the full time scheduled. If your massage is usually covered by insurance then you will be responsible for a \$15 out of pocket late fee.

#### Consent For Care of a Minor

I (we) being the parent or guardian of \_\_\_\_\_, a minor at the age of \_\_\_\_\_, do hereby consent, authorize, and request all Doctors of Chiropractic at Ribley Family Chiropractic to administer such care deemed advisable, necessary, or requested on the above minor. I (we) agree to hold Ribley Family Chiropractic free and harmless from claims, suits for damages, or complications, which may result from such care.

I \_\_\_\_\_, have read, understand and hereby request chiropractic care and agree to comply by the above policies.

Date: \_\_\_\_\_ Signature of parent or guardian if minor: \_\_\_\_\_



### Healthcare Authorization and Privacy Policy

I have been provided with a copy of the Notice of Privacy Practices for Protected Health Information. The Notice of Privacy Practices describes the types of uses and disclosures of my Protected Health Information (PHI) that will occur in my treatment, payment of my bills or in the performance of health care operations of this chiropractic office. A copy of our notice is attached and we encourage you to read it and request your own copy if you would like one.

This Notice of Privacy Practices also describes my rights and duties of the Chiropractor with respect to my protected health information. I hereby give permission to Ribley Family Chiropractic (RFC) to use and/or disclose Protected Health Information in accordance with the following:

#### SPECIFIC AUTHORIZATIONS:

- I give permission to RFC to use my address, phone number, and clinical records to contact me with appointment reminders, missed appointment notification, birthday cards, holiday related cards, newsletters, information about treatment alternatives, or other health related information.
- If RFC contacts me by phone, I give them permission to leave a phone message on my answering machine or voice mail.
- I give permission to RFC to use my name on a welcome board, referral board, and birthday board.
- I give permission to RFC to use my photograph on their patient picture bulletin board and other marketing materials, such as their brochure, website, and ads in print media.
- I give permission to RFC to use any testimonial written by me for marketing purposes, such as sharing with other patients or potential patients, in their brochure, on their website, or in ads in print media.
- I give RFC permission to treat me in an open room where other patients are also being treated. I am aware that other persons in the office may overhear some of my protected health information during the course of care. Should I need to speak with doctor at any time in private the doctor will provide a room for these conversations.
- By signing this form I am giving RFC permission to use and disclose my protected health information in accordance with the directives listed above.

The use of this format is intended to make my experience with RFC's office more efficient and productive, as well as to enhance my access to quality health care and health information. This authorization will remain in effect for the duration of my care at Ribley Family Chiropractic, plus 7 years or until revoked by me.

#### Right to Revoke Authorization

You have the right to revoke this AUTHORIZATION, in writing, at any time. However, your written request to revoke this AUTHORIZATION is not effective to the extent that we have provided services or taken action in reliance on your authorization. You may revoke this AUTHORIZATION by mailing or hand delivering a written notice to the Privacy Official of RFC. The written notice must contain the following information: Your name, Social Security number, and date of birth; a clear statement of your intent to revoke this AUTHORIZATION; the date of your request; and your signature. The revocation is not effective until it is received by the Privacy Official.

This AUTHORIZATION is requested by RFC for its own use/disclosure of PHI. *(Minimum necessary standards apply.)*

I have the right to refuse to sign this AUTHORIZATION. If I refuse to sign this AUTHORIZATION, RFC will not refuse to provide treatment however, it will not be possible for RFC to file third party billing on my behalf and I will be responsible for 1) payment in full at the time services are provided to me 2) scheduling my own appointments since RFC will be unable to contact me 3) all contact with RFC regarding my care. *Additionally, any collection activity as permitted by law is not waived by refusal to sign the authorization.*

I have the right to inspect or copy, within boundaries, the protected health information to be used/disclosed. A reasonable fee for copying will apply. A copy of the signed authorization will be provided to me.

I have read and understand this [Healthcare Authorization Form](#), the [Right to Revoke Authorization Form](#) and acknowledge receipt of [The Notice of Privacy Practices for Protected Health Information](#). My signature below represents agreement with these practices.

Social Security Number: XXX-XX-_____		Date of birth:	
Patient Name: (please print)			
Patient's signature (or parent/guardian):		Date:	
Name of personal representative (if applicable)			
Description of representative's authority to act on patient's behalf:			
Representative's Signature:		Date:	

## Notice of Privacy Practices

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THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

### Our Legal Duty

We are required by law to maintain the privacy of protected health information and to provide you with notice of our legal duties and privacy practices with respect to your protected health information. We must abide by the terms of this Notice while it is in effect. However, we reserve the right to change the terms of this Notice and to make the new notice provisions effective for all of the protected health information that we maintain. If we make a change in the terms of this Notice, we will notify you in writing and provide you with a paper copy of the new Notice, upon request.

### Uses and Disclosures

There are a number of **situations in which we may use or disclose** to other persons or entities your confidential health information. Certain uses and disclosures will require you to sign an acknowledgement that you received this Notice of Privacy Practices. These include treatment, payment, and health care operations. Any use or disclosure of your protected health information required for anything other than treatment, payment or health care operations requires you to sign an Authorization. Certain disclosures that are required by law, or under emergency circumstances, may be made without your Acknowledgement or Authorization. Under any circumstance, we will use or disclose only the minimum amount of information necessary from your medical records to accomplish the intended purpose of the disclosure.

We will attempt in good faith to obtain your signed Acknowledgement that you received this Notice to use and disclose your confidential medical information for the following purposes. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office once you have provided Consent.

Treatment. *Example:* We may use your health information within our office to provide health care services to you or we may disclose your health information to another provider if it is necessary to refer you to them for services.

Payment. *Example:* We may disclose your health information to a third party such as an insurance carrier, an HMO, a PPO, or your employer, in order to obtain payment for services provided to you.

Health Care Operations. *Example:* We may use your health information to conduct internal quality assessment and improvement activities and for business management and general administrative activities.

Appointment Reminders. *Example:* Your name, address and phone number and health care records may be used to contact you regarding appointment reminders (such as voicemail messages, postcards or letters), information about alternatives to your present care, or other health related information that may be of interest to you.

There are certain circumstances under which we may use or disclose your health information **without first obtaining your**

### Acknowledgement or Authorization:

Those circumstances generally involve public health and oversight activities, law-enforcement activities, judicial and administrative proceedings, and in the event of death. Specifically, we may be required to report to certain agencies information concerning certain communicable diseases, sexually transmitted diseases or HIV/AIDS status. We may also be required to report instances of suspected or documented abuse, neglect or domestic violence. We are required to report to appropriate agencies and law-enforcement officials information that you or another person is in immediate threat of danger to health or safety as a result of violent activity. We must also provide health information when ordered by a court of law to do so. We may contact you from time to time to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. You should be aware that we utilize an "open adjusting room" in which several people may be adjusted at the same time and in close proximity. We will try to speak quietly to you in a manner reasonably calculated to avoid disclosing your health information to others; however, complete privacy may not be possible in this setting. If you would prefer to be adjusted in a private room, please let us know and we will do our best to accommodate your wishes.

**Others Involved in Your Healthcare:** Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your protected health information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death. Finally, we may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your healthcare.

**Communication Barriers and Emergencies:** We may use and disclose your protected health information if we attempt to obtain consent from you but are unable to do so because of substantial communication barriers and we determine, using professional judgment, that you intend to consent to use or disclosure under the circumstances. We may use or disclose your protected health information in an emergency treatment situation. If this happens, we will try to obtain your consent as soon as reasonably practicable after the delivery of treatment. If we are required by law or as a matter of necessity to treat you, and we have attempted to obtain your consent but have been unable to obtain your consent, we may still use or disclose your protected health information to treat you.

EXCEPT AS INDICATED ABOVE, YOUR HEALTH INFORMATION WILL NOT BE USED OR DISCLOSED TO ANY OTHER PERSON OR ENTITY WITHOUT YOUR SPECIFIC AUTHORIZATION, WHICH MAY BE REVOKED AT ANY TIME. In particular, except to the extent disclosure has been made to governmental entities required by law to maintain the confidentiality of the information, information will not be further disclosed to any other person or entity with respect to information concerning mental-health treatment, drug and alcohol abuse, HIV/AIDS or sexually transmitted diseases that may be contained in your health records. We likewise will not disclose your health-record information to an employer for purposes of making employment decisions, to a liability insurer or attorney as a result of injuries sustained in an automobile accident, or to educational authorities, without your written authorization.

#### Patient Rights

Right to Request Restrictions. You may request that we restrict the uses and disclosures of your health record information for treatment, payment and operations, or restrictions involving your care or payment related to that care. We are not required to agree to the restriction; however, if we agree, we will comply with it, except with regard to emergencies, disclosure of the information to you, or if we are otherwise required by law to make a full disclosure without restriction. Your request must be made in writing to our Privacy Official.

Right to Receive Confidential Communications. You have a right to request receipt of confidential communications of your medical information by an alternative means or at an alternative location. If you require such an accommodation, you may be charged a fee for the accommodation and will be required to specify the alternative address or method of contact and how payment will be handled. Your request to receive confidential communications must be made in writing to our Privacy Official.

Right to Inspect and/or Copy. You have the right to inspect, copy and request amendments to your health records. Access to your health records will not include psychotherapy notes contained in them, or information compiled in anticipation of or for use in a civil, criminal or administrative action or proceeding to which your access is restricted by law. We will charge a reasonable fee for providing a copy of your health records, or a summary of those records, at your request, which includes the cost of copying, postage, and preparation or an explanation or summary of the information. Your request to inspect and/or copy your health information must be made in writing to our Privacy Official.

Right to Amend. You have the right to request that we amend certain health information for as long as that information remains in your record. Your request to amend your health information must be made in writing to our Privacy Official and you must provide a reason to support the requested amendment.

Right to Receive an Accounting. You have the right to inspect, copy and request amendments to your health records. Access to your health records will not include psychotherapy notes contained in them, or information compiled in anticipation of or for use in a civil, criminal or administrative action or proceeding to which your access is restricted by law. We will charge a reasonable fee for providing a copy of your health records, or a summary of those records, at your request, which includes the cost of copying, postage, and preparation or an explanation or summary of the information. Your request to receive an accounting must be made in writing to our Privacy Official.

Right to Receive Notice. You have the right to receive a paper copy of this Notice, upon request.

#### Complaints

You may file a written complaint to us or to the Secretary of Health and Human Services if you believe that your privacy rights with respect to confidential information in your health records have been violated. All complaints must be in writing and must be addressed to the Privacy Officer (in the case of complaints to us) or to the person designated by the U.S. Department of Health and Human Services if we cannot resolve your concerns. You will not be retaliated against for filing such a complaint.

All questions concerning this Notice or requests made pursuant to it should be addressed to:

Privacy Officer Ribley Family Chiropractic 2453 Towne Lake Parkway Woodstock, GA 30189

**EFFECTIVE DATE OF NOTICE: March 24, 2003**