



**PATIENT INFO**

Name: \_\_\_\_\_  
(LAST) (MI) (FIRST)

Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

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

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

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Soc. Sec # : \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Marital Status: S M W Spouse's Name: \_\_\_\_\_

Your Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Referred By: \_\_\_\_\_ Primary Care Physician: \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Type: Health Personal Pay PI/Auto Worker's Comp Medicare

Insurance Name: \_\_\_\_\_

Member #: \_\_\_\_\_ Group #: \_\_\_\_\_

Insurer's Name (If Different From Patient): \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Insurer's DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Insurer's Soc. Sec #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Insurer's Employer: \_\_\_\_\_

Person responsible for account: \_\_\_\_\_

I clearly understand and agree that all services rendered to me are charged directly to me and that I am personally responsible for payment. I also understand that if I suspend or terminate my care and treatment, any fees for professional services rendered to me will be immediately due and payable.

**Patient/Guardian Signature**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

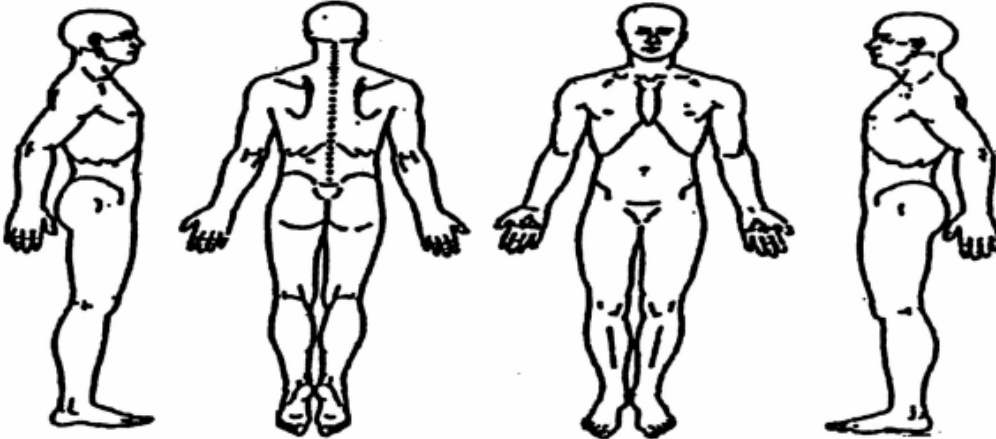
## PATIENT INTAKE FORM

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Today's problem will be filed as:  Insurance/ Self Pay  Auto Accident  Workman's Compensation

2. Chief Complaint/Reason for the visit: \_\_\_\_\_

3. Indicate on the drawings below where you have pain/symptoms



4. How would you describe the type of pain?

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Sharp    | <input type="checkbox"/> Numb                      |
| <input type="checkbox"/> Dull     | <input type="checkbox"/> Tingly                    |
| <input type="checkbox"/> Diffuse  | <input type="checkbox"/> Sharp with motion         |
| <input type="checkbox"/> Achy     | <input type="checkbox"/> Shooting with motion      |
| <input type="checkbox"/> Burning  | <input type="checkbox"/> Stabbing with motion      |
| <input type="checkbox"/> Shooting | <input type="checkbox"/> Electric like with motion |
| <input type="checkbox"/> Stiff    | <input type="checkbox"/> Other: _____              |

5. How often do you experience your symptoms?

- |   |   |
|---|---|
| <input type="checkbox"/> Constantly (76-100% of the time) | <input type="checkbox"/> Occasionally (26-50% of the time)  |
| <input type="checkbox"/> Frequently (51-75% of the time)  | <input type="checkbox"/> Intermittently (1-25% of the time) |

6. How are your symptoms changing with time?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Getting Worse | <input type="checkbox"/> Staying the Same | <input type="checkbox"/> Getting Better |
|--|---|---|

7. Using a scale from 0-10 (10 being the worst), how would you rate your problem?

0 1 2 3 4 5 6 7 8 9 10 (Please circle)

8. How much has the problem interfered with your work?

- |                                     |                                       |                                     |                                      |                                    |
|-------------------------------------|---------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Not at all | <input type="checkbox"/> A little bit | <input type="checkbox"/> Moderately | <input type="checkbox"/> Quite a bit | <input type="checkbox"/> Extremely |
|-------------------------------------|---------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|

9. How much has the problem interfered with your social activities?

- |                                     |                                       |                                     |                                      |                                    |
|-------------------------------------|---------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Not at all | <input type="checkbox"/> A little bit | <input type="checkbox"/> Moderately | <input type="checkbox"/> Quite a bit | <input type="checkbox"/> Extremely |
|-------------------------------------|---------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|

10. Who else have you seen for your problem?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Chiropractor      | <input type="checkbox"/> Neurologist        | <input type="checkbox"/> Primary Care Physician |
| <input type="checkbox"/> ER physician      | <input type="checkbox"/> Orthopedist        | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> Massage Therapist | <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> No one                 |

11. Have you had labs done recently (within last 6 months)?  Yes  No

If "Yes", when and where? \_\_\_\_\_

12. How long have you had this problem? \_\_\_\_\_

13. How do you think your problem began? \_\_\_\_\_

14. Do you consider this problem to be severe?  Yes  Yes, at times  No

15. Over the past two weeks, how often have you been bothered by any of the following problems?

|   | Not at all | Several Days | More than 1/2 the days | Nearly every day |
|---|------------|--------------|------------------------|------------------|
| Little interest or pleasure in doing things | 0          | 1            | 2                      | 3                |
| Feeling down, depressed or hopeless         | 0          | 1            | 2                      | 3                |

16. What aggravates your problem?  
\_\_\_\_\_

17. What alleviates your problem?  
\_\_\_\_\_

18. What concerns you the most about your problem; what does it prevent you from doing?  
\_\_\_\_\_

19. What is your: Height \_\_\_\_\_ Weight \_\_\_\_\_ Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

20. How would you rate your overall Health?

Excellent  Very Good  Good  Fair  Poor

21. What type of exercise do you do?

Strenuous  Moderate  Light  None

22. Indicate if you have any immediate family members with any of the following (Please indicate the relationship to you):

Rheumatoid Arthritis  Diabetes  Lupus  Multiple Sclerosis (MS)  
 Heart Problems  Cancer (see add. Forms)  ALS  Other: \_\_\_\_\_

23. For each of the conditions listed below, place a check in the "Past" column if you have had the condition in the past. If you presently have a condition listed below, place a check in the "Present" column.

| <b>Past</b>              | <b>Present</b>           |                        | <b>Past</b>              | <b>Present</b>           |                             | <b>Past</b>              | <b>Present</b>           |  |
|--------------------------|--------------------------|------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Headaches              | <input type="checkbox"/> | <input type="checkbox"/> | High Blood Pressure         | <input type="checkbox"/> | <input type="checkbox"/> | Diabetes                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Neck Pain              | <input type="checkbox"/> | <input type="checkbox"/> | Heart Attack                | <input type="checkbox"/> | <input type="checkbox"/> | Excessive Thirst                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Upper Back Pain        | <input type="checkbox"/> | <input type="checkbox"/> | Chest Pains                 | <input type="checkbox"/> | <input type="checkbox"/> | Frequent Urination                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Mid-Back Pain          | <input type="checkbox"/> | <input type="checkbox"/> | Stroke                      | <input type="checkbox"/> | <input type="checkbox"/> | Smoking/Tobacco Use                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Low Back Pain          | <input type="checkbox"/> | <input type="checkbox"/> | Angina                      | <input type="checkbox"/> | <input type="checkbox"/> | Drug/Alcohol Dependence                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Shoulder Pain          | <input type="checkbox"/> | <input type="checkbox"/> | Kidney Stones               | <input type="checkbox"/> | <input type="checkbox"/> | Allergies                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Elbow/Upper Arm        | <input type="checkbox"/> | <input type="checkbox"/> | Kidney Disorders            | <input type="checkbox"/> | <input type="checkbox"/> | Depression                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Wrist Pain             | <input type="checkbox"/> | <input type="checkbox"/> | Bladder Infection           | <input type="checkbox"/> | <input type="checkbox"/> | Systemic Lupus                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Hand Pain              | <input type="checkbox"/> | <input type="checkbox"/> | Painful Urination           | <input type="checkbox"/> | <input type="checkbox"/> | Epilepsy                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Hip Pain               | <input type="checkbox"/> | <input type="checkbox"/> | Loss of Bladder Control     | <input type="checkbox"/> | <input type="checkbox"/> | HIV/AIDS                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Upper Leg Pain         | <input type="checkbox"/> | <input type="checkbox"/> | Prostate Problems           | <input type="checkbox"/> | <input type="checkbox"/> | Multiple Sclerosis (MS)                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Knee Pain              | <input type="checkbox"/> | <input type="checkbox"/> | Abnormal Weight Gain/Loss   |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Ankle/Foot Pain        | <input type="checkbox"/> | <input type="checkbox"/> | Loss of Appetite            |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Jaw Pain               | <input type="checkbox"/> | <input type="checkbox"/> | Abdominal Pain              | <input type="checkbox"/> | <input type="checkbox"/> | <b>For Females Only</b><br>Birth Control Pills |
| <input type="checkbox"/> | <input type="checkbox"/> | Joint Pain/Stiffness   | <input type="checkbox"/> | <input type="checkbox"/> | Ulcer                       | <input type="checkbox"/> | <input type="checkbox"/> | Hormonal Replacement                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Arthritis              | <input type="checkbox"/> | <input type="checkbox"/> | Hepatitis                   | <input type="checkbox"/> | <input type="checkbox"/> | Pregnancy                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Rheum. Arthritis       | <input type="checkbox"/> | <input type="checkbox"/> | Liver/Gall Bladder Disorder |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Cancer                 | <input type="checkbox"/> | <input type="checkbox"/> | General Fatigue             |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tumor                  | <input type="checkbox"/> | <input type="checkbox"/> | Muscular Incoordination     |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Asthma                 | <input type="checkbox"/> | <input type="checkbox"/> | Visual Disturbances         |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Chronic Sinusitis      | <input type="checkbox"/> | <input type="checkbox"/> | Dizziness                   |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dermatitis/Eczema/Rash |                          |                          |                             |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____           |                          |                          |                             |                          |                          |  |

24. List all prescription medications you are currently taking:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. List all of the over-the-counter medications you are currently taking:

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26. List all Allergies (medications, food, seasonal, etc.) you may have:

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27. List all surgical procedures you have had:

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28. What activities do you do at work?

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Sit:           | <input type="checkbox"/> Most of the day | <input type="checkbox"/> Half the day    | <input type="checkbox"/> A little of the day |
| <input type="checkbox"/> Stand:         | <input type="checkbox"/> Most of the day | <input type="checkbox"/> Half the day    | <input type="checkbox"/> A little of the day |
| <input type="checkbox"/> Computer work: | <input type="checkbox"/> Most of the day | <input type="checkbox"/> Half the day    | <input type="checkbox"/> A little of the day |
| <input type="checkbox"/> On the phone:  | <input type="checkbox"/> Most of the day | <input type="checkbox"/> Half of the day | <input type="checkbox"/> A little of the day |

29. What activities do you do outside of work?

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30. Have you ever been hospitalized?  Yes  No

If Yes, why? \_\_\_\_\_

31. Have you had any past injuries or trauma, such as car accidents (ever?), falls, sports injuries, etc.?

Yes  No

If "Yes", please provide details:

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32. Is there anything else you wish to let us know about you visit today?  Yes  No

If "Yes", please provide details:

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Patient Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Insurance Verification Disclosure/Agreement

As a courtesy, Texas Spine & Wellness & Reclaim Physicians Medical will verify and file my health insurance. However, verification of my insurance benefits does NOT guarantee payment for services rendered. As such, in the event of my health insurance non-payment or limitations, I am financially responsible for all charges incurred.

Patient Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Patient Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Office Manager \_\_\_\_\_ Date \_\_\_\_\_



## Informed Consent

Dear Patient:

Every type of health care is associated with some risk of a potential problem. This includes chiropractic care. We want you to be informed about potential problems associated with chiropractic health care before consenting to treatment. This is called informed consent.

Chiropractic adjustments are the moving of bones with the physician's hands or with the use of a machine. Frequently, adjustments create a "popping" or "clicking" sound/sensation in the areas being treated.

In this office, we use trained assistants who may assist the physician with portions of your consultation, examination, x-ray taking, physical therapy application, traction, massage therapy, exercise instruction, etc. On the occasion when your physician is unavailable, your care may be handled by another physician or trained assistant.

**Stroke:** Stroke is the most serious problem associated with chiropractic adjustments. Stroke means that a portion of the brain does not receive oxygen from the blood stream. The results can be temporary or permanent dysfunction of the brain, with a very rare complication of death. The chiropractic adjustment that is related to the vertebral artery stroke is called Extension-Rotation-Thrust Atlas Adjustment. We DO NOT use this type of adjustments on our patients. Other type of neck adjustments may also potentially be related to vertebral artery strokes, but no one is certain. The most recent studies (Journal of the CCA Vol. 37, No. 2, June 1993) estimate that the incidence of this type of stroke is 1 per every 3,000,000 upper neck adjustments. This means that an average chiropractic would have to be in practice for hundreds of years before they would statistically be associated with a single patient stroke.

**Disk Herniations:** Disk herniations that create pressure on a spinal nerve or the spinal cord are frequently successfully treated by chiropractors and chiropractic adjustment, traction, etc. This includes both in the neck and back. Yet, occasionally, chiropractic treatment (adjustments, traction, etc.) will aggravate the problem and rarely, surgery may cause a disk problem if the disc is in a weakened condition. These problems occur so rarely that there are no available statistics to quantify their probability.

**Soft Tissue Injury:** Soft tissue primarily refers to muscles and ligaments. Muscles move bones and ligaments limit joint movement. Rarely, a chiropractic adjustment (or treatment) may tear some muscle or ligament fibers. The result is a temporary increase in pain and necessary treatments for resolution, but there are no long term affects for the patient. These problems occur so rarely that there are no available statistics to quantify their probability.

**Rib Fractures:** The ribs are found only in the thoracic spine or mid-back. They extend from your back to your front chest area. Rarely, a chiropractic adjustment will crack a rib bone and this is referred to as a fracture. This occurs only on patients who have weakened bones from conditions such as osteoporosis. Osteoporosis can be detected on your x-rays. We adjust all patients very carefully, and especially with those who have osteoporosis on their x-rays. These problems occur so rarely that there are no available statistics to quantify their probability.



**Physical Therapy Burns:** Some machines we use generate heat. We also use both heat and ice, and occasionally recommend them for home use. Everyone’s skin has different sensitivity to these modalities and rarely, heat or ice can burn or irritate the skin. The result is a temporary increase in skin pain, and there may be some blistering of the skin. These problems occur so rarely that there are no available statistics to quantify their probability.

**Soreness:** It is common for chiropractic adjustments, traction, massage therapy, exercise, etc., to result in a temporary increase in soreness in the region being treated. This is nearly always a temporary symptom that occurs while your body is undergoing therapeutic change. It is not dangerous, but if it occurs, be sure to inform your physician.

**Other Problems:** There may be other problems or complications that might arise from chiropractic treatment other than those noted above. These other problems or complications occur so rarely that it is not possible to anticipate and/or explain them all in advance of treatment.

Chiropractic is a system of health care delivery, and therefore, as with any health care delivery system, we cannot promise a cure for any symptom, disease, or condition as a result of treatment in this clinic. We will always provide you with the best care and if results are not acceptable, we will refer you to another health care provider who we feel may assist your condition.

If you have any questions on the above information, please ask your physician. Once you have a full understanding, please sign and date below.

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Secondary Number: \_\_\_\_\_

Patient Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Patient Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Witnessed By \_\_\_\_\_ Date \_\_\_\_\_



## Assignment of Benefits

The undersigned patient and/or responsible party, in addition to continuing personal responsibility, and in consideration of treatment rendered or to be rendered, grants and conveys for deferred payment to Reclaim Physicians Medical Group, a lien and assignment against the proceeds of the patient's insurance settlement with all the following rights, power, and authority:

**RELEASE OF INFORMATION:** You are authorized to release information concerning my condition and treatment to my insurance company, attorney or insurance adjustor for purposes of processing my claim for benefits and payment for services rendered to me.

**IRREVOCABLE ASSIGNMENT OF RIGHTS:** You are assigned the exclusive, irrevocable right to any cause of action that exists in my favor against any insurance company for the terms of the policy, including the exclusive, irrevocable right to receive payment for such services, make demand in my name for payment, and prosecute and receive penalties, interest, court loss, or other legally compensable amounts owned by an insurance company in accordance with Article 21.55 of the Texas Insurance Code to cooperate, provide information as needed, and appear as needed, wherever to assist in the prosecution of such claims for benefits upon request.

**DEMAND FOR PAYMENT:** To any insurance company providing benefits of any kind to me/us for treatment rendered by the physician/facility named above within 5 days following your receipt of such bill for services to the extent of such bills are payable under the terms of the policy. This demand specifically conforms to Sec. 542.057 of the Texas Insurance Code, and Article 21.55 of the Texas Insurance Code, providing for attorney fees, 18% penalty, court cost, and interest from judgment, upon violation. I further instruct the provider to make all checks payable to Reclaim Physicians Medical Group, and to 913 S. Main St., Unit 212, Grapevine, TX 76051.

**THIRD PARTY LIABILITY:** If my injuries are the result of negligence from a third party, then I instruct the liability carrier to issue a separate draft to pay in full all services rendered, payable directly to Functional Medicine of Irving, and to send any and all checks to 913 S. Main St., Unit 212, Grapevine, TX 76051

**STATUTE OF LIMITATIONS:** I waive my rights to claim any statute of limitations regarding claims for services rendered or to be rendered by the physician/facility named above, in addition to reasonable cost of collection, including attorney fees and court cost incurred.

**LIMITED POWER OF ATTORNEY:** I hereby grant to the physician/facility named above power to endorse my name upon any checks, drafts, or other negotiable instrument representing payment from any insurance company representing payment for treatment and healthcare rendered by the physician/facility named above. I agree that any insurance payment representing an amount in excess of the charges for treatment rendered will be credited to my/our account or forwarded to my/our address upon request in writing to the physician/facility named above.

**REJECTION IN WRITING:** I hereby authorize the physician/clinic named above to establish a PIP or UM/UIM claim on my behalf. I also instruct my insurance carrier to provide upon request to the provider/clinic named above, any rejections in writing as they apply to my lack of PIP or UM/UIM coverage. I allege that electronic signatures are not adequate proof of rejection, and are invalid to establish rejection, and instruct my carrier to provide only copies of my original signature regarding rejection as evidence of rejection of PIP or UM/UIM.

**TERMINATION OF CARE:** I hereby acknowledge and understand that if I do not keep appointments as recommended to me by my caring doctor at this clinic, he/she has full and complete right to terminate responsibility for my care and relinquish any disability granted me within a reasonable period of time. If during the course of my care, my insurance company requires me to take an examination from any other doctor; I will notify this physician/facility immediately. I understand the failure to do so may jeopardize my case.

**By my signature be it known that I have read and fully understand the above contract.**

Patient Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Patient Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Office Manager \_\_\_\_\_ Date \_\_\_\_\_





## HIPAA Disclosure

### Standard Authorization of Use and Disclosure of Protected Health Information

#### Information to Be Used or Disclosed

The information covered by this authorization includes:

All Patient Medical Records

#### Persons Authorized to Use or Disclose Information

Information listed above will be used or disclosed by:

Texas Spinal & Wellness and/or Reclaim Physicians Medical

#### Expiration Date of Authorization

This authorization is effective through December 31<sup>st</sup>. 2019 unless revoked or terminated by the patient or patient's personal representative.

#### Right to Terminate or Revoke Authorization

You may revoke or terminate this authorization by submitting a written revocation to this office and contact the Privacy Officer.

I understand this office will not condition my treatment or payment on whether I provide authorization for the requested use or disclosure.

I have read the above and hereby authorize Kerrin Kuntzman to use my protected information for the listed reasons.

Patient Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Patient Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Office Manager \_\_\_\_\_ Date \_\_\_\_\_



Dear Patient:

This office has joined Reclaim Physicians Medical Group, Inc., which is a multidisciplinary doctor group. We have done this for various reasons, with the most important one being that our facility can enjoy a more comprehensive approach to your health by utilizing an integrative health care model. This means the incorporation of Medical and Osteopathic physicians, who are directly involved in your healthcare, into our scope of various services. As such, certain services and diagnostics will be administered, when clinically warranted, and billed under the Reclaim Physicians Medical Group, Inc. As such, when you receive your explanation of benefits from your health insurance company, it will indicate the date of services and procedure codes and payments made to Reclaim Physicians Medical Group, Inc. If you have any questions regarding this exciting amendment to our office, please ask me.

Sincerely,

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## Release of Medical Records

I, \_\_\_\_\_, hereby authorize the release of my medical records

From:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To:

\_\_\_\_\_ **Texas Spine & Wellness** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mail to:

Fax to: 972-840-2435

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date



## Consent Form to Treatment of Minor Child

I, \_\_\_\_\_ (Parent/Guardian), hereby authorize \_\_\_\_\_ (Provider),  
and whomever he/she may suitably designate, to administer necessary healthcare services to my  
\_\_\_\_\_ (e.g. Son, Daughter, etc.)

**Name of Child:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_