



CANCELLATION POLICY

At Integrative Medical Specialists, we continually focus on quality control and providing excellent customer service. We are unique in the services we offer, as we focus on correcting and preventing imbalances in the body and patient education for a healthy lifestyle. This lifestyle medicine approach requires in depth assessments that many times result in more lengthy office visits than typical doctor's appointments.

In order to provide excellent customer service, we strive to operate with efficiency. Our goal is to run on time for all our patient's appointments. **We request that all patients arrive at least 15 minutes prior to their scheduled appointment time.** This allows us to get any paperwork, updated information and test results organized and ready for your visit. If you are running late for your appointment, please call to see if we can accommodate a later appointment time. Out of respect for other patients, we may have to reschedule your appointment.

New Patient Deposit

Integrative Medical Specialists requires a \$100.00 deposit for initial visits. We have many new patients who would like to be seen by our office and we make every effort to schedule each one as soon as possible. When someone fails to keep a new patient appointment without prior notice, we are unable to schedule someone else in that time slot.

We have found that financial commitment keeps no shows and last minute cancellations to a minimum. It is our policy to require a deposit of \$100.00 to hold your appointment. A credit or debit card number will be required when scheduling your appointment. The deposit amount will be applied to your charges at the time of the initial visit.

We require 48 hours notice to cancel or reschedule an initial visit. If the visit is cancelled prior to 48 hours your deposit will be refunded. If your appointment is not canceled or rescheduled prior to the 48 hours, your deposit will not be refunded or applied to your initial visit. If you have previously scheduled and lost your deposit, a new deposit will be required upon rescheduling your initial appointment.

Cancelling and Rescheduling Return Visits

Integrative Medical Specialists has a 24-hour cancellation/reschedule policy for return visits. If you DO NOT call within 24 hours prior to your scheduled appointment, you will be charged a \$100 fee for the appointment.

I HAVE READ AND UNDERSTOOD THIS POLICY.

Name of Patient/Guardian _____
Sign

Date _____

Name of Patient/Guardian _____
Print

Relationship _____



INFORMED CONSENT FOR TREATMENT

I, _____, hereby authorize the doctors of Integrative Medical Specialists to perform the following procedures to facilitate my diagnosis and treatment:

Common Diagnostic Procedures: i.e. Laboratory bloodwork, radiology, diagnostic imaging, thermographic imaging, thermometry, allergy testing, environmental testing, hormone testing, ES Teck lifestyle screening, and other specialty labs.

Physical Examination: Screening physical exams may include any of the following: skin & dermatology; head, ear, eyes, nose & sinuses & throat; face & neck; lungs & pulmonary; chest & cardiovascular; abdominal; hands, arms & lower limbs; reflexes; motor skills; back and spine; cranial nerves; male genitalia, prostate & rectal exams; female genitalia, gynecological & breast exams; mini-mental status exams; neurological exams and nutritional exams.

Minor Office Procedures: i.e. Wound dressing, ear cleansing, and wart treatment.

Medicinal use of Nutrition: i.e. Therapeutic nutrition, and nutritional supplements.

Physical Medicine: i.e. Therapeutic ultrasound and electrical muscle stimulation, manipulative therapy, muscle stretching/massage, constitutional hydrotherapy.

Botanical Medicine: i.e. Botanical substances may be prescribed as teas, alcoholic tinctures, capsules, tablets, creams, plasters or suppositories.

Homeopathic Medicine: The use of highly dilute quantities of naturally occurring plants, animals and minerals to stimulate the body's healing responses, i.e. homeoprophylaxis and biotherapeutic drainage.

Detoxification: i.e. Heavy metal and environmental detoxification.

Chinese Medicine: i.e. Acupuncture, electro-acupuncture, cupping, electrical stimulation, TDP lamp, MIT Therapy, Chinese herbal medicine.

Lifestyle Counseling and Hygiene: i.e. Diet therapy, promotion of wellness including recommendations for exercise, sleep, stress reduction and balancing of work and social activities.

I recognize the potential risks and benefits of these procedures as described below:

Potential Risk: Allergic reactions to prescribed herbs and supplements, side effects of natural medications, inconvenience of lifestyle changes.

Potential Benefits: Restoration of health and body's maximum functional capacity without the use of drugs or surgery, relief of pain and symptoms of disease, assistance in injury and disease recovery, and prevention of disease of its progression.

Notice to Women: All female patients must inform the doctor if they know, suspect, or may be pregnant as some of the therapies used could present a risk to the pregnancy and fetus.

With this knowledge, I voluntarily consent to the above procedures, realizing that no guarantees have been given to me by Integrative Medical Specialists or any of its personnel regarding cure or improvement of my condition. I understand that I am free to withdraw my consent and to discontinue participation in these procedures at any time. I understand Integrative Medical Specialists will keep a record of the health services provided to me. This record will be kept confidential and will not be released to others unless directed by myself or my representative in writing, or unless it is required by law. I understand that I may look at my medical record and can request a copy of it by paying the appropriate fee. I understand that my medical record will not be kept more than ten years after the last day of my last treatment. I understand that any questions concerning this form can be asked of the doctor.

Name of Patient/Guardian _____ Date _____
Sign

Name of Patient/Guardian _____ Relationship _____
Print



ELECTRONIC COMMUNICATION CONSENT

I, _____, am an established patient of Integrative Medical Specialists, LLC., (IMS) and I wish to participate in medical electronic mail (e-mail.) I understand that this e-mail will not be entirely secure/private, although IMS will take every precaution to protect my privacy. All patient e-mail correspondence will be through a separate encrypted e-mail system.

Electronic communication such as email offers an easy and convenient way for patients and doctors to communicate. In many circumstances, it has advantages over office visits or telephone calls, but there are important differences. E-mail is not the same as calling our office; there is no person at the other end of the call – just a computer. You can't tell for certain when your message will be read, or even if your doctor is in the office or on vacation. Nonetheless, we believe that the ease of communication e-mail affords is a benefit to patient care. It will further assist us, if you could identify the nature of your request in the subject line of your message. Please also confirm your name and Date of Birth. Below are our rules for contacting us using e-mail.

- E-mail is never, ever, appropriate for urgent or emergency problems. Please use the telephone or go to the Emergency Department for emergencies.
- E-mail is great for asking those little questions that don't require a lot of discussion. Appropriate uses of e-mail also include supplement refill requests, referral and appointment scheduling requests and billing/insurance questions.
- I also understand that if my messages require more than just a quick response from my doctor at IMS, I will either be billed for the doctor's time or may receive a reply that I need to schedule an appointment.
- I also understand that this mode of communication is to be used for non-urgent questions or communication only. Any urgent messages or needs will be relayed using regular telephone communications. IMS has informed me that it may take up to three (3) working days to receive a response to my e-mail query.
- E-mails should not be used to communicate sensitive medical information, such as information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disability, or substance abuse.
- E-mail is not confidential. It is like sending a postcard through the mail. Our staff may read your e-mails to handle routine, non-clinical matters. You should also know that if sending e-mails from work, your employer has a legal right to read your e-mail.
- E-mail may become a part of the medical record when we use it; a copy may be printed and put in your chart.
- E-mail is not a substitute for seeing us. If you think that you might need to be seen, please call and book an appointment.
- E-mails may be forwarded to our staff for handling, if appropriate.
- Finally, either one of us can revoke permission to use e-mail electronic communications at any time, which will impact future and not past communications.

I have read the above information and understand the limitations of security on information transmitted. I understand that my doctor may not be able to communicate with me electronically about my specific condition, if I live outside of the state of Kansas in which my doctor is licensed. (Please initial consent option below.)

Email Communications:

_____ Yes, I have read this consent to E-Mail communication and want to communicate with my doctor/staff electronically.

_____ No, I do not consent to E-mail communication and do not want to communicate with my doctor/staff electronically.

Join Our Mailing List:

IMS offers electronic and print notifications including but not limited to health programs, event notifications, discounts, and newsletters. If you opt in you will receive an email that will require you to confirm that you wish to sign up.

_____ Yes (OPT IN), please notify me of health programs, event notifications, discounts, and newsletters using electronic and print notifications.

_____ No (OPT OUT), Please do not notify me of health programs, event notifications, discounts, and newsletters.

Please complete all information below:

_____ E-mail Address

_____ State of Residence

I have fully read and understand the above consent and authorizations.

_____ Print Patient Name

_____ Chart ID (Office Use Only)

_____ Patient or Legally Authorized Individual Signature

_____ Date

_____ Printed Legally Authorized Individual Signature

_____ Date

The information contained in this e-mail is confidential, privileged, or otherwise protected from disclosure. It is intended only for the use of the authorized individual as indicated in the e-mail. Any unauthorized disclosure, copying, distribution or taking of any action based on the contents of this material is strictly prohibited. Review by any individual other than the intended recipient does not waive or give up the physician-patient privilege. If you have received this e-mail in error, please delete it immediately.



NOTICE OF PRIVACY PRACTICES:
ACKNOWLEDGEMENT OF RECEIPT FORM

This document is to be signed by a person legally responsible for the patient's medical decisions relative to the treatment situation.

I, _____, hereby acknowledge that Integrative Medical Specialists, LLC., (IMS) has provided me with a copy of its Notice of Privacy Practices that describes how medical information about me may be used and disclosed, and how I can access this information. I understand that if I have questions or complaints I may contact IMS at 913-825-6111.

I also understand that I am entitled to receive updates upon request if IMS amends or changes its Notice of Privacy Practices in a material way.

Patient's Name _____

Patient's DOB _____

Patient Signature

Date

Guardian or Legal Representative Signature

Relationship

FOR OFFICE USE ONLY

I made a good faith effort to obtain a written acknowledgment of receipt of the Notice of Privacy Practices from the above-named patient, but was unable to because:

Patient declined to sign this Written Acknowledgment.

Other (specify): _____

Signature and Title

Date

This section is to be completed by IMS if unable to obtain written acknowledgement from patient.



TELEPHONE AND VOICEMAIL COMMUNICATION CONSENT

Integrative Medical Specialists, LLC., (IMS) offers patients the opportunity to communicate by telephone and voicemail. There are risks of transmitting information by telephone and voicemail. Voicemail and recorded calls can be circulated, forwarded and stored. Backup copies may exist even after the sender or recipient has deleted them. Employers may record phone conversations and access voicemail messages when using work phones for communication. Patient understands IMS will use reasonable means to protect the security and confidentiality but due to these risks, IMS cannot guarantee the security of the information transmitted.

Consent to use of telephone and voicemail communications includes agreement with the following conditions:

- All communication by telephone and voicemail will be made part of the patients record, therefore other individuals authorized to access the patient record, such as staff and billing personnel, will have access to those messages.
- IMS cannot guarantee that any voicemail will be listened to or responded to within any particular time frame, therefore the patient shall not use voicemail for emergencies or other time-sensitive matters.
- IMS may forward information to staff and others as necessary for diagnosis, treatment, reimbursement and other handling. IMS will not forward to third parties without prior consent, except as authorized by law.
- If the patient's message invites a response from the provider, and the patient has not received a response within a reasonable time period, it is the patient's responsibility to follow up to determine whether the intended recipient received the message and when the recipient will respond.
- The patient is responsible for protecting his/her password to access voicemail. Provider is not liable for breaches of confidentiality caused by the patient or third party.
- The patient should not leave sensitive medical information on voicemail, such as information regarding sexually transmitted diseases, AIDS/HIV, mental health, developmental disability or substance abuse.

To communicate by telephone or voicemail the patient shall:

- Include the patient's name, date of birth and category of the communication in the telephone call or voicemail (e.g., supplement refill or billing question.)
- Limit or avoid use of his/her employer's phone.
- Withdraw consent only by written communication to provider.

The HIPAA Privacy Rule permits health care providers to communicate with patients by phone and does not prohibit covered entities from leaving messages for patients on their voicemail or with a person who answers the phone. However, to reasonably safeguard the individual's privacy, IMS limits the amount of information disclosed unless written authorization is obtained. Limited information such as information necessary to confirm an appointment such as patient's name, doctor's name and appointment date and time.

The HIPAA privacy rule also prohibits the practice from using or disclosing patient protected health information (PHI) outside of the Notice of Privacy Practices without the authorization of the patient. Messages that contain PHI require the patient to sign an authorization form to receive messages by phone or voicemail. For example, messages that contain PHI would be test results, medication/supplement information, treatment plans, patient condition information, and anything else that is considered patient condition, treatment or payment related.

You may elect to have your PHI provided to you by a message from IMS by signing this form on the reverse side. Once you have signed the form, future communication concerning your PHI may be provided to the designated person(s) or on voicemail at the numbers you have authorized.

Patient Name _____ Date of Birth _____ Date _____

Primary Number _____ Secondary Number _____

Contact #1 _____ Relationship _____ Phone _____

Contact #2 _____ Relationship _____ Phone _____

Contact #3 _____ Relationship _____ Phone _____

I understand my HIPAA rights and I request that this office leaves messages, including those containing PHI for me with either of the two individuals listed above or by voicemail at the numbers listed above. I understand that it is my responsibility to keep IMS informed of any changes to this information and a new consent form must be filled out to authorize changes. I understand the risks associated with communication by telephone and voicemail between IMS and myself. I understand I have the right to revoke this consent in writing or may opt out of voicemail communication at any time.

_____ I wish to OPT IN for communication of protected health information by voicemail.

_____ I wish to OPT OUT of communication of protected health information by voicemail.

I acknowledge that I have read and fully understand this consent form.

Patient Signature

Date

Guardian or Legal Representative Signature

Relationship



TELEPHONE CONSULTATION CONSENT

Integrative Medical Specialists, LLC., (IMS) provides telephone consultations for established patients. Phone consultations are only available for patients who reside in the state of Kansas in which my doctor is licensed. This informed consent for telephone consultation is a contractual agreement between you and IMS. Phone consults lack the nuances and richness of the face-to-face consultation. The doctor is unable to see non-verbal cues or do a physical exam. You may be required to come in for an in office visit if the consulting doctor feels that the information obtained via phone is not sufficient.

A phone consultation is your opportunity to ask questions about your health condition and discuss treatment options. Phone consults are appropriate for discussing the following with your doctor:

- Results of your diagnostic test.
- Understanding what diagnostic tests might help provide insight into your condition.
- Evaluating the supplements you are taking and asking any questions about medications and side effects or interactions.
- Checking in after starting a new supplement or treatment plan
- Discussing factors that might be causing or contributing to your health problem(s)

The following are **NOT** appropriate for phone consultations:

- Annual physical exams
- Consults for conditions that may require an exam such as palpation of the abdomen, listening to the lungs, etc.
- Treatment for conditions that require the doctor to do a visual assessment such as a rash, or looking at a sore throat, etc.
- Treatment for a new condition or diagnosis in which your doctor has not already done an in office evaluation
- Establishing a new patient doctor relationship

You will receive a call from your doctor at the number you provided at the time of your scheduled visit. We do require at least a 24 hour notice for cancellation of phone appointments. We may send you some paperwork, which is to be completed and returned prior to your scheduled phone appointment. All the fees are due at the time of service and may be paid by debit or credit card over the phone. Phone consults are charged at the rate of \$87.50 per 15 minutes. This includes the amount of time for the phone consult and for the doctor's time to write up a treatment plan.

I _____ have read the above information and understand the above policies and limitations of phone consultations.

Patient Signature

Date

Guardian or Legal Representative Signature

Relationship

State of Residence



Medication Form

Name: _____ Date Completed: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Birth Date: _____
Emergency Contact/ Phone: _____
E-Mail _____

(Notification of sales, specials, and new products and services will be sent by e-mail.)

Allergies and Drugs to Avoid/Adverse Reactions:

Please list any other special dietary information and foods or ingredients you avoid. (ex: vegan, no gluten, etc.)

Current Medications:

List all medications, supplements, hormones and over-the-counter products you are currently taking.
Include the brand/manufacturer's name for supplements, hormone creams and over-the-counter products.

Name: _____ Dosage: _____
Reason for Taking: _____ Directions: _____
Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____
Reason for Taking: _____ Directions: _____
Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____
Reason for Taking: _____ Directions: _____
Date Started: _____ Date Discontinued: _____

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Reason for Taking: _____ Directions: _____
Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____
Reason for Taking: _____ Directions: _____
Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____
Reason for Taking: _____ Directions: _____
Date Started: _____ Date Discontinued: _____

Patient Name: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

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Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

Date Started: _____ Date Discontinued: _____

Name: _____ Dosage: _____

Reason for Taking: _____ Directions: _____

Date Started: _____ Date Discontinued: _____

Immunization Record:

(Include dates administered)

Tetanus _____ Pneumonia Vaccine _____ Flu Vaccine _____

Hepatitis Vaccine _____ Other _____



PEDIATRIC INTAKE FORM

Patient Name: _____ DOB: _____ Age: _____

Sex (m/f): _____ Grade of School: _____

Mother's Name and Occupation: _____

Father's Name and Occupation: _____

Parents are (circle): Married Separated Divorced Living Together Other: _____

Reason for Office Visit: _____

Has child been seen by any other doctor(s) for this complaint? Yes No Past

Regular Pediatrician name and city located in: _____

Last time you had blood work done and with what physician: _____

List All Surgeries & Hospitalizations, including date occurred:

- 1) _____ 4) _____
2) _____ 5) _____
3) _____ 6) _____

List All medicines (from drugstore or prescription) child is on now:

- 1) _____ 4) _____
2) _____ 5) _____
3) _____ 6) _____

List all supplements child is taking:

- 1) _____ 4) _____
2) _____ 5) _____
3) _____ 6) _____

Any known Allergies to food, drugs, environment, animals: _____

Previous Medical History

YES (Y) indicates the child gets the problem regularly; NO (N) indicates the child never had the problem; PAST (P) indicates the child had the problem in the past, but not recently. Please circle the correct one for your child.

Ear Infections: Y N P If has had, how many total: _____ Colds: Y N P If has had, how many total: _____

Strep Throat: Y N P If has had, how many total: _____ How many times has the child taken antibiotics: _____

Hearing Tests Normal: Yes No Not Tested Speech Impediments: Yes No Past

Vision Tests Normal: Yes No Not Tested Learning Impediments: Yes No Past

What other medicines has the child taken and how often:

- 1) _____ 3) _____
2) _____ 4) _____

Patient Name: _____

DOB: _____

Age: _____

Vaccination History

YES, has had; NO, has not; SOME, did not finish all shots:

MMR: Yes No Some

DPT: Yes No Some

Hep B: Yes No Some

Hib: Yes No Some

Chicken Pox: Yes No Some

Polio: Yes No Some

Other: _____

Any reactions to vaccinations? If so, please explain: _____

Family History

Allergies: Y N P

Obesity: Y N P

Cancer: Y N P

Tuberculosis: Y N P

Mental Illness: Y N P

Cardiovascular Disease: Y N P

Diabetes mellitus: Y N P

Ethnic Background: _____

Mother's Pregnancy History

Age at conception: _____

Did she have other children already? Yes No

Health During Pregnancy

Smoking: Y N

Diabetes: Y N

Coffee: Y N

Nausea/Vomiting: Y N

Recreational Drugs: Y N

Emotional Stress: Y N

Preeclampsia: Y N

Length of Labor : _____

Vaginal Birth: Y N

Traumatic Birth: Y N

If the birth was difficult, please explain: _____

Health of baby at birth: _____

Health History of Child

Child Breastfed: Y N

For how Long: _____

When put on formula: _____

What Formula was used: _____

When was child put on solid food: _____

When did child walk: _____

Talk: _____

Develop Teeth: _____

Jaundice as baby:	Y N	Colic:	Y N
Cradle Cap:	Y N	Anemia:	Y N
Eczema or Psoriasis:	Y N	Asthma:	Y N
Diarrhea:	Y N	Warts:	Y N
Constipation:	Y N	Nightmares:	Y N
Finicky Eating:	Y N	Bed-wetting:	Y N
Poor Teeth:	Y N	Tantrums:	Y N
Chronic Sniffles:	Y N	Disobedient:	Y N
Bad Foot Odor:	Y N	Fears/Phobia:	Y N
Very Sweaty Baby/Child:	Y N	Diaper Rash:	Y N
Hyperactivity:	Y N	Early Puberty:	Y N
Growing Pains:	Y N	Stomach Aches:	Y N

Patient Name: _____

DOB: _____

Age: _____

Any Particular household stressors child has witnessed or gone through:

1) _____

2) _____

3) _____

4) _____

Toxin Exposure

Has the child ever lived near a refinery, polluted area or in a home with leaded paint? If so, what sort of pollution were you exposed to? _____

Has the child ever lived in a house that had new carpeting, paint, cabinets or any other refurbishing that seemed to affect their health at all? _____

Does the child seem particularly sensitive to perfumes, gasoline or other vapors? _____

Do you spray pesticides, herbicides or other chemicals around your home? _____

Typical Day's Diet

Breakfast: _____

Lunch: _____

Dinner: _____

Snacks: _____

Allergies

List all known Allergies (food, drugs, environment): _____
