

## WELCOME

New Patient Paperwork

| About You                                                                    |                                                                                                                                     |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Sex:                                                                         | <input type="checkbox"/> Male <input type="checkbox"/> Female                                                                       |
| Legal First Name                                                             |                                                                                                                                     |
| Middle Name                                                                  |                                                                                                                                     |
| Legal Last Name                                                              |                                                                                                                                     |
| Nickname                                                                     |                                                                                                                                     |
| Address                                                                      |                                                                                                                                     |
| City, State, Zip                                                             |                                                                                                                                     |
| Social Security #                                                            |                                                                                                                                     |
| Date of Birth                                                                |                                                                                                                                     |
| Email                                                                        |                                                                                                                                     |
| Home #:                                                                      |                                                                                                                                     |
| Cell #:                                                                      |                                                                                                                                     |
| Cell Phone Carrier                                                           |                                                                                                                                     |
| (we need your cell phone carrier so our system can give you a reminder call) |                                                                                                                                     |
| Preferred Contact:                                                           | <input type="checkbox"/> TEXT <input type="checkbox"/> EMAIL                                                                        |
| Emergency Contact:                                                           |                                                                                                                                     |
| Contact Phone #:                                                             |                                                                                                                                     |
| Marital Status:                                                              | <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced |
| Spouse Name:                                                                 |                                                                                                                                     |

| Employment      |  |
|-----------------|--|
| Employer:       |  |
| Occupation:     |  |
| Work #:         |  |
| Spouse Employer |  |

| Do you have or experience any of the following? |                                              |                                                 |
|-------------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Sinus Pain             | <input type="checkbox"/> Fainting/Dizziness  | <input type="checkbox"/> Intestinal Gas         |
| <input type="checkbox"/> Hay fever              | <input type="checkbox"/> Ringing in Ears     | <input type="checkbox"/> Low Back Pain          |
| <input type="checkbox"/> Numbness/Tingling      | <input type="checkbox"/> Mid Back Pain       | <input type="checkbox"/> Stress                 |
| <input type="checkbox"/> Muscle Spasms          | <input type="checkbox"/> Fatigue             | <input type="checkbox"/> Pins & Needles         |
| <input type="checkbox"/> Thyroid Trouble        | <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Pinched Nerve          |
| <input type="checkbox"/> Slipped Disc           | <input type="checkbox"/> Nervous Stomach     | <input type="checkbox"/> Constipation           |
| <input type="checkbox"/> Neck Pain              | <input type="checkbox"/> Irregular Sleep     | <input type="checkbox"/> Menstrual Irregularity |
| <input type="checkbox"/> Depression             | <input type="checkbox"/> Arthritis           | <input type="checkbox"/> Leg / Feet Pain        |
| <input type="checkbox"/> Liver Trouble          | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Heat Trouble           |
| <input type="checkbox"/> Cold Hands             | <input type="checkbox"/> Gallbladder Trouble | <input type="checkbox"/> Headaches              |

| Questions                                        |                                                          |
|--------------------------------------------------|----------------------------------------------------------|
| Have you ever received Chiropractic care before? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is it possible you are pregnant?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you a VETERAN?                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                                 |                                                                                                                                                                          |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How did you hear about our clinic?              | <input type="checkbox"/> Google <input type="checkbox"/> Friend <input type="checkbox"/> Nextdoor App <input type="checkbox"/> Facebook <input type="checkbox"/> Driveby |
| How did you hear about our clinic?              | <input type="checkbox"/> Other _____                                                                                                                                     |
| First and Last Name of Person who referred you? |                                                                                                                                                                          |

|                                          |                                                                               |
|------------------------------------------|-------------------------------------------------------------------------------|
| Are you here because of a auto accident? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when was it? |
| If yes, do you have an attorney?         | <input type="checkbox"/> Yes <input type="checkbox"/> No                      |

|                                          |                                                                               |
|------------------------------------------|-------------------------------------------------------------------------------|
| Are you here because of a work accident? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when was it? |
| If yes, do you have an attorney?         | <input type="checkbox"/> Yes <input type="checkbox"/> No                      |

|                               |  |
|-------------------------------|--|
| What is your chief complaint? |  |
| Known Allergies               |  |
| Previous Surgeries            |  |
| Current Medications:          |  |
|                               |  |

Patient Signature

Date

Dr. Shane Cowan, D.C.  
Phone: (214) 491-4944 Fax: (253) 830-1693  
1824 W. Virginia St., McKinney, Texas 75069

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**Assignment of Benefits: Assignment of Cause of Action: Contractual Lien**

The undersigned patient and/or responsible party, in consideration of treatment rendered or to be rendered and for deferred payment, irrevocably and exclusively assigns, grants and conveys, to Shane Cowan, DC, a lien and assignment of any and all claims, causes of action, and right to any proceeds and/or benefits, including any Personal Injury Protection proceeds and/or benefits that the patient may have against any other person, entity, and/or insurance company for reimbursement and/or payment of the medical charges incurred 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 Shane Cowan Enterprises, LLC, and send to 1824 W. Virginia St., McKinney, TX 75069.

**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 Shane Cowan Enterprises, LLC, and to send any and all checks to 1824 W. Virginia St., McKinney, TX 75069.

**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.

**Printed Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Patient/Responsible Party:** \_\_\_\_\_

Dr. Shane Cowan, D.C.  
Phone: (214) 491-4944 Fax: (253) 830-1693  
1824 W. Virginia St., McKinney, Texas 75069

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**HIPAA**

**Regarding the Use & Disclosure of Protected Health Information**

I understand that some of my health information may be used and/or disclosed by the Office to carry out treatment, payment, or health care operations, and that for a more complete description of such uses and disclosures; I should refer to the Office's privacy notice entitled, Our Privacy Practices. I understand that I may review this privacy notice at any time prior to signing this form. I understand that over time the Office's privacy practices may need to change in accordance with law and that if I wish to obtain a copy of the notice as revised, I can call the Office to request such copy. I understand that I may request restrictions on how my information is used or disclosed to carry out treatment, payment, or health care operations, and that I can also revoke this Consent in, but only to the extent that the Office has not taken action in reliance thereon and also provided that I do so in writing. I understand that for my protection, any requests to amend my health information or to access my medical records must be made in writing.

**Printed Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Patient:** \_\_\_\_\_

Dr. Shane Cowan, D.C.  
Phone: (214) 491-4944 Fax: (253) 830-1693  
1824 W. Virginia St., McKinney, Texas 75069

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**CONSENT FOR TREATMENT**

Chiropractic is an art as well as a science. At McKinney Spine & Wellness, the doctor and staff will do everything necessary to ensure your experience here is a pleasant one. As part of your treatment, we want to make our patients aware of possible risks associated with a chiropractic adjustment. A chiropractic adjustment corrects vertebral subluxations. A subluxation is a misalignment of vertebral bones, which causes an abnormal alteration in the vertebral column. This abnormal alteration may result in a various amount of symptoms. A chiropractor corrects vertebral subluxations by employing various adjustment techniques. As with any health procedure, an amount of risk is associated with such procedures. In chiropractic such risks associated with an adjustment may include but are not limited to:

1. Stroke or stroke-like conditions.
2. Disc protrusion/rupture.
3. Muscle, ligament, or tendon sprain/strain.
4. Rib fracture or pathological fracture.
5. Burns related to the use of ultrasound or electrotherapy equipment.

Please be assured that the staff and doctors here at McKinney Spine & Wellness will do all necessary including examination, x-ray, and other diagnostic procedures, to ensure that your condition will not predispose you to the above mentioned conditions.

I, the undersigned, have read and understood the risks involved in the chiropractic adjustment and related chiropractic treatment

**Printed Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Patient:** \_\_\_\_\_

## **Massage Cancellation Policy**

**\*This form is OPTIONAL, BUT we do REQUIRE this form if you ask to schedule massages in our office.**

When you schedule a massage, **it is your responsibility** to make your scheduled time. We send out a courtesy appointment reminder the day before your appt, **but it is your responsibility to reschedule**, or attend your appointment in a timely manner. If you are not receiving appointment reminders, please inform the front desk (this WILL NOT waive your cancellation fee if you miss your scheduled massage appt).

***Effective 09/15/2021. We ask that you contact our office 24 hours or more in advance before your scheduled time if you are needing to reschedule / cancel your massage appointment. If you cancel or no show the same day of your appointment, our cancellation fees are listed below, and we charge your card on file that same day that was cancelled or missed with one courtesy call to inform you. If your card is declined, we will cancel all future massages until a new card is provided.***

**30 minute massage cancellation fee = \$20**

**60 minute massage cancellation fee = \$40**

**90 minute massage cancellation fee = \$60**

Please provide your debit/credit card information below for us to have on file for massage cancellation fees ONLY, unless otherwise specified.

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
CVV

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
Billing Zip-Code

\_\_\_\_\_  
Printed Patient Name

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

\_\_\_\_\_  
Date

Dr. Shane Cowan, D.C.  
Phone: (214) 491-4944 Fax: (253) 630-1693  
1824 W. Virginia St., McKinney, Texas 75069

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**\*\*\*\*Please Fax Records as soon as possible to 253-830-1693**

**Medical Release of Records**

Patient Full Legal Name: \_\_\_\_\_

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

Patient Date of Birth: \_\_\_\_\_

☐ Attached DL to this Fax

  
Patient Signature

**Requesting Records From:**

Fax #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Dr. Name: \_\_\_\_\_

To Whom It May Concern,

We are writing your office to obtain the all medical records pertaining to the above listed patient. It is imperative that we receive these in a timely manner so the doctor can review records before a treatment plan is created for the patient.

Please email this letter back with the medical notes to our office at [MckinneySpine@Gmail.com](mailto:MckinneySpine@Gmail.com). Or fax to **253.830.1693**

Should there be any questions, please do not hesitate to contact our office at 214.491.4944

Best Regards,  
Dr. Shane Cowan, D.C.



McKinney Spine & Wellness

## \$40 New Patient Special

**Included in this package:**

First Initial Visit:

- *Consultation with Dr. Cowan*
- *X-rays (if needed)*
- *Brief Review of X-ray*
- *Therapy*

Second Visit:

- *Report of Exam/ X-ray Findings*
- *Adjustment with Dr. Cowan*

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Print Patient Name (First and Last)

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Date

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Patient Signature

Patient Name \_\_\_\_\_ DOB: \_\_\_\_\_

## **PATIENT QUESTIONS**

☐ Yes ☐ No Were you injured at work?

If yes, what date? \_\_\_\_\_

☐ Yes ☐ No Were you in an accident? (auto, fall/slip, or any kind of accident).

If yes, what date? \_\_\_\_\_

☐ Yes ☐ No Are you a Veteran?

☐ Yes ☐ No Do you have health insurance?

- If you have health insurance, but aren't sure if you want to use it - we are more than happy to verify your chiropractic benefits & compare them to our cash rate for you, so that you can get the best possible rate in our office.

## **PRIMARY HEALTH INSURANCE**

Insurance Company: \_\_\_\_\_ Provider Phone #: \_\_\_\_\_

ID/Member #:: \_\_\_\_\_ Group #: \_\_\_\_\_

☐ Yes ☐ No Are any family members patients in our office, so that we may update their ins info?

## **SECONDARY INSURANCE**

Insurance Company: \_\_\_\_\_ Provider Phone #: \_\_\_\_\_

ID/Member #:: \_\_\_\_\_ Group #: \_\_\_\_\_

Patient Name \_\_\_\_\_

Date of Accident: \_\_\_\_\_

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### WORK COMP ATTORNEY

Attorney Office / Name : \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

☐ No Attorney

### HEALTH INSURANCE? (Circle) YES or NO

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

ID: \_\_\_\_\_ Group#: \_\_\_\_\_

### EMPLOYER INFO

Employer : \_\_\_\_\_ HR Contact : \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

### WORK COMP INFO:

Claim #: \_\_\_\_\_ Date of Accident \_\_\_\_\_

Employer Insurance Company: \_\_\_\_\_

Ins Phone \_\_\_\_\_

Ins Fax \_\_\_\_\_

Have you treated anywhere with this claim? ☐ NO ☐ YES

If YES, list All places you have treated at: \_\_\_\_\_

\_\_\_\_\_

Case Manager / Adjuster Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

## WORK RELATED ACCIDENT

Date & Time of Accident: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Was your accident directly related to your work? ☐ Yes ☐ No

Give the address where the accident occurred (if different than your employers address):  
\_\_\_\_\_

Was anyone else present during your accident..... ☐ Yes ☐ No

Did you report your accident to your employer.....☐ Yes ☐ No

What recommendations did your employer make to you after your accident? \_\_\_\_\_  
\_\_\_\_\_

Has this type of accident happened to you before?☐ Yes ☐ No

To the best of your knowledge, has this accident occurred in your workplace before?..... ☐ Yes ☐ No

Is your job physically stressful? ..... ☐ Yes ☐ No

Is your job mentally stressful?.. ..... ☐ Yes ☐ No

Is your workplace noisy?..... ☐ Yes ☐ No

Have you changed job in the last year? ..... ☐ Yes ☐ No

**In your words please describe the events that occurred just before and during your accident...**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RECOVERY

How many hours are in your normal work day? \_\_\_\_\_

Please indicate your daily job duties and any activities which you are occasionally asked to perform.

- |                                   |                                   |                                                    |
|-----------------------------------|-----------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Standing | <input type="checkbox"/> Driving  | <input type="checkbox"/> Operating Equipment       |
| <input type="checkbox"/> Sitting  | <input type="checkbox"/> Twisting | <input type="checkbox"/> Work with arms above head |
| <input type="checkbox"/> Walking  | <input type="checkbox"/> Crawling | <input type="checkbox"/> Typing                    |
| <input type="checkbox"/> Lifting  | <input type="checkbox"/> Bending  | <input type="checkbox"/> Stooping                  |

## AFTER INJURY

Did accident render you unconscious? ☐ Yes ☐ No

If yes, for how long? \_\_\_\_\_

Please describe how you felt immediately after the accident:  
\_\_\_\_\_  
\_\_\_\_\_

Have you gone to a Hospital or seen any other Doctor?

☐ Yes ☐ No

When did you go?

☐ Just after accident ☐ next day ☐ 2+ days

How did you get there?

☐ Ambulance ☐ Private Transportation

Name of Hospital and/or Attending Doctor: \_\_\_\_\_

Describe treatment you received: \_\_\_\_\_  
\_\_\_\_\_

Were X-rays taken?..... ☐ Yes ☐ No

Was medication prescribed? .....☐ Yes ☐ No

Have you been able to work since this injury?.. ☐ Yes ☐ No

Are your work activities restricted as a result of this injury?

☐ Yes ☐ No

Indicate the symptoms that are a result of this accident:

- |                                         |                                              |                                         |
|-----------------------------------------|----------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Dizziness      | <input type="checkbox"/> Difficulty sleeping | <input type="checkbox"/> Jaw Problems   |
| <input type="checkbox"/> Memory loss    | <input type="checkbox"/> Arms/Shoulder Pain  | <input type="checkbox"/> Irritability   |
| <input type="checkbox"/> Headaches      | <input type="checkbox"/> Numb Hands/Fingers  | <input type="checkbox"/> Fatigue        |
| <input type="checkbox"/> Blurred vision | <input type="checkbox"/> Tension             | <input type="checkbox"/> Chest Pain     |
| <input type="checkbox"/> Buzzing in ear | <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> Neck Pain      |
| <input type="checkbox"/> Ears Ringing   | <input type="checkbox"/> Neck Stiff          | <input type="checkbox"/> Upset Stomach  |
| <input type="checkbox"/> Nausea         | <input type="checkbox"/> Lower Back Pain     | <input type="checkbox"/> Back Stiffness |
| <input type="checkbox"/> Back Pain      | <input type="checkbox"/> Leg Pain            | <input type="checkbox"/> Numb Feet/Toes |

Please list daily activities that have become painful / difficult since your accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Print Patient Name**

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

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