

We welcome you and are glad you came in today.

Here are some things you should know about the *Community Acupuncture Studio, LLC (CAS)* !

☺ **We treat in a community setting -**

Most U.S. acupuncturists treat patients on tables in individual cubicles. This is not traditional in Asia, where acupuncture usually occurs in a community setting. In our clinic we use recliners in a quiet, soothing space. Treating patients in a community setting has many benefits: it's easy for friends and family members to receive treatment together and many find it comforting as the collective energetic field (group chi) nurtures the entire group. In some styles of acupuncture, the needles are removed after only a few minutes or after a half hour at most. The style of acupuncture practiced at *CAS* allows you to receive treatment for as long as you want. Most people learn to sense when the treatment is "done". This can vary from 30 minutes to an hour or more. Most folks feel very relaxed, many people fall asleep, and wake feeling refreshed.

☺ **We have a sliding scale -**

Most U.S. acupuncturists see one or two patients per hour and charge \$65 to \$175 per treatment. They tend to spend a long time talking with each patient, going over medical records, asking many questions. We don't. In order to make acupuncture affordable for you and still make a living, we streamline our treatments and see multiple patients per hour. Instead of asking lots of questions, we rely on our diagnostic skills to treat you. This is exactly how acupuncture is traditionally practiced in Asia -- many patients per hour and very little talking. High quality acupuncture in a community atmosphere at affordable rates – that's the essence of *CAS*. We practice a blend of acupuncture styles, mostly relying upon "distal" points in the hands, feet and head to treat problems anywhere in the body. Research in the United States (as well as thousands of years of tradition in Asia) has shown that acupuncture is most effective when it is done frequently and regularly – once a week is usually the minimum required to make progress on any kind of health issue. The purpose of our sliding scale is to separate the issues of money and treatment; we want you to come in often enough to really get better and stay better!

Our Sliding Scale

\$25-\$45 for Acupuncture Treatment

\$10 additional paperwork fee for **FIRST** visit (\$35-\$55).

You decide what you pay.

Because we have a sliding scale, we choose not to do insurance billing. Payment is due at the time you get your treatment. If you have insurance that covers acupuncture, we'll be happy to provide a receipt, and you may then submit it for reimbursement. *CAS* does not receive grants, state or federal money, or insurance reimbursement.

We accept Cash, Check and Credit Cards.

CAS exists because people come in & because they pay for their treatments – it is a sustainable community business model.

What We Ask of You

☺ **Medical Responsibility**

CAS does not provide primary care medicine! Acupuncture is an excellent complement to Western medicine, but it is not a substitute for it. If you have, or think you may have a potentially serious condition such as an infection, unexplained weight loss or gain, heart conditions, suspected fracture or dislocation, severe abdominal pain, respiratory distress, serious bleeding, brain disorders, etc. you need to be under the care of a physician (ND, MD, or DO) for us to treat you in accordance with Washington State law. We can provide complimentary care for many of these conditions - for instance, acupuncture treats the side effects of chemotherapy very effectively, as well as being of great value in stroke rehabilitation. However, acupuncture is not primary care medicine.

To help us in our commitment to keep everyone safe in this environment where we are using hundreds of needles every day, we ask that you DO NOT pull your own needles. Ring the call button and wait for the acupuncturist. If you need to ring it again after a minute please do so and sit tight in the chair. DO NOT get up and walk with needles still in. Upon removal of the needles, if you notice that you are bleeding from a point and the acupuncturist hasn't yet swabbed it, bring it to their attention.

🕒 Flexibility

The community setting requires some flexibility from you. For instance, some people have a favorite recliner. When the clinic is busy, someone may be sitting in yours. Similarly, we may have a few patients who snore. Other patients who dislike snoring bring earplugs to their treatments. We are grateful for this! Some people even bring a pillow or blanket from home, because they prefer theirs to ours. That's fine with us. Basically, we need you to make yourself comfortable in the community room before we arrive to treat you. Let us know at the beginning of the treatment, if you need to be somewhere at a certain time or if you want to be unpinned after a specific amount of time. We'll make sure you're out on time. In general, if you feel "done", open your eyes and give us a meaningful look -- if your eyes are closed, we'll think you're asleep and we won't wake you up.

🕒 Community-Mindedness

The soothing atmosphere in our clinic exists because all of our patients create it by relaxing together. We appreciate everyone's presence! Such collective stillness is rare and precious in our rushed society. Maintaining this reservoir of calm requires that no one talk very much in the clinic space, and that they speak softly in the waiting area. Silence your phone and DO NOT answer your cell phone in the treatment room. If you would like to speak to a practitioner one-on-one at any length, please let us know. We may need to schedule it separately and might need to do it by phone. When you walk through the treatment space, please move slowly and quietly. If you have questions about acupuncture and how it works --please visit our website where we have useful links and resources listed. Unfortunately, we can't explain what every point does, or how acupuncture works, while we are treating you -- these are very large topics!

🕒 A little help running the clinic

Our mission is to serve as many people as we can in the community, however, our initial budget is small. We ask that you pay prior to your treatment in order for you to remain relaxed afterwards and to allow for the incoming flow of patients checking in. There may not always be someone at the desk, if that is the case, following the instructions, drop your payment into the payment box. We cannot be responsible for items left in the waiting room. And of course, please turn off your cell phone.

We are able to keep our prices so low, in part because of the extraordinary amount of marketing our patients do on our behalf. We cannot express how grateful we are for this. Our patients are such effective marketers because they have first-hand experience of how well acupuncture works. If you know anyone that might benefit from acupuncture treatments here, take some extra business cards and help let others in the community know about the service we offer here.

🕒 Commitment

Acupuncture is a PROCESS. It is unrealistic to expect your problem to resolve after one treatment. In China, a typical treatment protocol for a chronic condition could be acupuncture every other day for three months! Most people don't require that much acupuncture, but virtually every patient requires a course of treatment, which can vary in length and frequency.

On your first visit, your acupuncturist will suggest a course of treatment, which can be anything from "we'd like to see you once a week for six weeks" to "we'd really like to see you every day for the next four days". This suggestion is based on our experience with treating different kinds of conditions. If you don't come in often enough or long enough, acupuncture probably won't work for you. The purpose of our sliding scale is to help you make that commitment. If you have questions about how long it will take to see results, please ask us, or if you think you need to adjust your treatment plan, please let us know. We need you to commit to the process of treatment in order to get good results.

Thank you for this opportunity to work with you towards a greater sense of health.

New Patient Intake Form

Today's Date _____

Name: _____ Prefer to be called _____
 Date of Birth: _____ Gender: _____
 Phone Number:(cell/home/other) _____ E-mail: _____
 Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact: Name _____ **Phone:** _____

Reason for today's visit: _____

Yes, I have been treated by Acupuncture before. Date of last treatment: _____

Yes, I am currently taking prescription drugs. Please list _____

I heard about this clinic by _____

Are you currently pregnant? _____

Personal Health History (Please check if any of the following apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Autoimmune Disease | <input type="checkbox"/> Epilepsy/Seizure Disorder | <input type="checkbox"/> Allergies _____ |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Endocrine Disorder | <input type="checkbox"/> Cancer _____ |
| <input type="checkbox"/> Multiple Sclerosis | <input type="checkbox"/> Cr. Fatigue/Fibromyalgia | <input type="checkbox"/> Thyroid Disease |
| <input type="checkbox"/> Hernia | <input type="checkbox"/> Kidney Stones or Disease | <input type="checkbox"/> Stroke/CVA/TIA |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Heart Attack/Heart Disease | <input type="checkbox"/> Liver Disease/Hepatitis |
| <input type="checkbox"/> Major Surgeries (list with approx. dates): _____ | | |
| <input type="checkbox"/> Others: _____ | | |

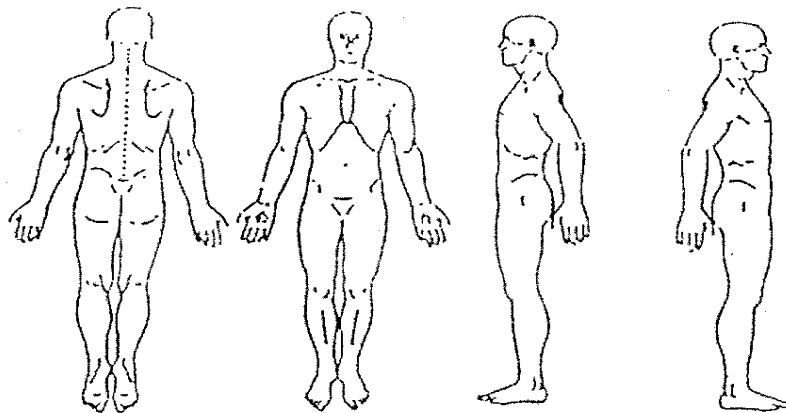
Any trouble with your:

- Sleep?
- Digestion?
- Mood?
- Energy?
- Menses?

Current Symptoms (Please check if any of the following apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Headaches | <input type="checkbox"/> Poor Mobility/Flexibility | <input type="checkbox"/> Constipation/Diarrhea |
| <input type="checkbox"/> Vision/Eye Problems | <input type="checkbox"/> Muscular Pain _____ | <input type="checkbox"/> Indigestion/Heart Burn |
| <input type="checkbox"/> Jaw/Teeth Pain / Problems | <input type="checkbox"/> Joint Pain _____ | <input type="checkbox"/> Nausea/Vomiting |
| <input type="checkbox"/> Ear Pain / Problems | <input type="checkbox"/> Other Pain _____ | <input type="checkbox"/> Excess/Lack of Thirst |
| <input type="checkbox"/> Sinus Pain/Problems | <input type="checkbox"/> Depression / Anxiety | <input type="checkbox"/> Skin Disorders |
| <input type="checkbox"/> Throat Pain/Problems | <input type="checkbox"/> Stress | <input type="checkbox"/> Hair Changes |
| <input type="checkbox"/> Breathing Difficulties | <input type="checkbox"/> Fatigue / Low Energy | <input type="checkbox"/> Cough |
| <input type="checkbox"/> Chills or Fever | <input type="checkbox"/> Gas / Bloating | <input type="checkbox"/> Night Sweating |
| <input type="checkbox"/> Dizziness/Vertigo | <input type="checkbox"/> Weight Gain or Loss | <input type="checkbox"/> Spontaneous Sweating |
| <input type="checkbox"/> Insomnia/Restless sleep | <input type="checkbox"/> Poor or Excess Appetite | <input type="checkbox"/> Poor Immune Function |
| <input type="checkbox"/> Chest Pain/Pressure | <input type="checkbox"/> High / Low Blood Pressure | <input type="checkbox"/> Urination Difficulties |
| <input type="checkbox"/> Others: _____ | | |

NOTES:



NOTES:

****Please indicate any areas of pain on the diagram**

Thank you kindly for taking your time to fill out this form as accurately as possible.



The information above will help the acupuncturist in their assessment and treatment plan.

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO INCLUDE:

Patient Notification of Scope of Practice, Qualifications and Informed Consent

I, the undersigned, hereby authorize the licensed acupuncturist working at Community Acupuncture Studio, LLC to perform the following procedures. Outlined in the legal scope of practice of licensed acupuncturists in Washington State (RCW 18.06.130, WAC 246.803.300) includes, but is not limited to the following:

- Acupuncture, including the use of acupuncture needles or lancets to directly or indirectly stimulate acupuncture points and meridians;
- Use of electrical, mechanical, or magnetic devices to stimulate acupuncture points and meridians;
- Moxibustion;
- Acupressure;
- Dietary advice and health education based on East Asian medical theory, including the recommendation and sale of herbs, vitamins, minerals, and dietary and nutritional supplements;
- Breathing, relaxation, and East Asian exercise techniques;
- East Asian massage and Tui na, which is a method of East Asian bodywork, characterized by the kneading, pressing, rolling, shaking, and stretching of the body and does not include spinal manipulation; and
- Superficial heat and cold therapies.

I recognize the potential benefits and risks of these procedures described below, which include but are not limited to:

- **Potential Benefits:** Drugless relief of presenting symptoms and improved balance of body energies that may lead to the prevention, improvement or elimination of the presenting problem.
- **Potential Risks:** Discomfort or pain following the treatment, bruising, swelling, blistering, bleeding, infection, numbness or tingling at or near the site of the procedure, temporary discoloration of the skin, nausea, and dizziness or fainting. Unusual risks of acupuncture include nerve damage and organ puncture, including pneumothorax.

Patients with severe **bleeding disorders** or **pacemakers** must inform the practitioner prior to receiving treatment. It is strongly recommended that **pregnant** patients also notify the practitioner prior to treatment.

With this knowledge, I voluntarily consent to the above procedures, realizing that no guarantees have been given to me by Community Acupuncture Studio, LLC or any of the employees or associates regarding cure or improvement of my condition. By signing below I acknowledge that I have read the above consent to treatment, have been informed about the risks and benefits of acupuncture and other procedures, and have had an opportunity to ask questions. I hereby release Community Acupuncture Studio, LLC and all employees and associates from any and all liability, which may occur in connection with the treatments and above-mentioned procedures. I understand that I am free to withdraw this consent and to discontinue participation in these procedures or treatments at any time.

Practitioner Qualifications

Gianna Prill, MSA, EAMP, received a Master's of Science Degree in Acupuncture in 2008 from Bastyr University, in Kenmore, WA. She passed the National Board Examination and became licensed in 2008 and continues to practice under a license of East Asian Medical Practitioner issued by the State of WA (License #AC60040885).

Shannon Leingang, MAOM, EAMP, received her Masters from Oregon College of Oriental Medicine in Portland, OR, in 2014. She passed the NCCAOM board exam became licensed to practice acupuncture by the State of Washington (License #AC60507624).

Audrey Barrett, MSAOM, EAMP, received her Masters of Acupuncture and Oriental Medicine from Bastyr University in 2007. She passed the NCCAOM board exam and became licensed to practice acupuncture by the State of Washington (License #AC0003017).

Colleen Pattillo, RN, EAMP, received her Masters of Acupuncture degree from Seattle Institute of Oriental Medicine in Seattle, WA, in 2016. She passed the NCCAOM board exam and became licensed to practice acupuncture by the State of Washington (License #AC60695222).

Signature of patient

Date

Print Name: _____

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Privacy Policy:

Community Acupuncture Studio, LLC understands that your personal health information is very sensitive. We will not disclose your information to others unless you sign a release form, or unless the law requires us to do so. The law protects the privacy of the health information we create and obtain in providing our care and services to you. For example, your protected health information includes your symptoms, test results, diagnoses, treatment, health information from other providers, and billing & payment information relating to these services. There is a \$20 processing fee for the photocopying and release of your records.

Safeguards in place at our office include:

Limited access to facilities where this information is stored. Strict policies and procedures for handling any personal, financial and medical information. Requirements for all associates, employees and volunteers that may come in contact with personal or medical information to comply with privacy laws and our privacy policies. All medical files and records are kept on file for ten years in a secure filing system, after which time they will be destroyed.

Types of information that we gather and use:

About your financial transactions with us. Information about your medical history, treatment and any letters to or from other health care practitioners. Information from health care providers, insurance companies, and other third party administrators (*e.g.* requests for medical records, procedures, or ICD-9 codes).

Examples of use of private information for Treatment and Health Operations:

We may provide information to acupuncturists treating you at Community Acupuncture Studio, LLC. We may use medical records to assess quality, effectiveness, and to improve services and procedures. We may contact you to follow up on your care or remind you of an appointment. We may use the financial information to evaluate the fiscal performance and financial sustainability of Community Acupuncture Studio, LLC.

We value our relationship with you, and respect your right to privacy.

If you have any questions call us during our regular business hours at (360) 943-6730.

By signing below you acknowledge that you have read and understand this information clearly AND that you have been offered a copy of our privacy policy which is also available on our website www.cas-olympia.com

Financial Policy:

The charge for Acupuncture treatments is based on a sliding scale from \$25-\$45 and there is a one-time paperwork charge of \$10 for your first visit. YOU, the patient, decide what you pay, no questions asked. We realize that regardless of income everyone's financial situation is unique, and the purpose for having this sliding scale is to separate the issues of money and getting treatment. We are committed to making acupuncture affordable & accessible to more people that can benefit from it.

Payment is due at check-in prior to the treatment. We accept Cash, Check and Credit Cards as forms of payment. The fee for any checks returned with insufficient funds is \$30 in addition to the fee for the treatment.

Cancellation Policy:

Community Acupuncture Studio, LLC asks for 24-hours notice in advance of an appointment if it is necessary to cancel or reschedule an appointment. All appointments cancelled, missed, or rescheduled with less than 24 hours notice are subject to a **\$10 fee**. If appointments have been paid for in advance, the missed or cancelled appointment will be deducted from the number of remaining appointments.

House Rules:

Do not pull your own needles. Wait for the acupuncturist to come in and unpin you.

Do not straighten or fluff the chair after you get up. Leave this job to us.

Do not sit in a chair that hasn't yet been straightened or fluffed. We want to make sure it is free from any hazards.

Except in the rare case of an emergency evacuation, do not get up and walk while the needles are still in.

Silence your cell phone and anything that dings, beeps, rings, buzzes, sings, or otherwise makes noise.

Do not answer your cell phone while in the treatment room. Show some respect towards the other folks in there.

By signing below you agree that you have read, understand, and will follow our Privacy & Financial Policies & House Rules.

Signature: _____

Date: _____