

Date _____



Community Acupuncture Health History Questionnaire

All information entered on this form is confidential. Only licensed practitioners and Common Ground staff will have access to this information.

Name _____ DOB/age _____ / _____

Have you had acupuncture before? Yes No

Do you have a fear of needles? Yes No

What is your Primary Reason for coming in for treatment today? When did it start?

Please rate the intensity of your concern, 10 being the highest.

0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

What is your Secondary Reason for coming in for treatment today? When did it start?

Please rate the intensity of your concern, 10 being the highest.

0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

Have you had any serious illnesses, accidents or surgeries? Yes No

List any medications, vitamins and herbs taken in the last 3 months.

Briefly describe your routine activities? (*i.e. desk job, student, exercise, etc*)

Acupuncturist Notes



Consent to Acupuncture Treatment

I, _____ residing at _____, do hereby voluntarily consent to be treated with acupuncture administered by Licensed Acupuncturists (L.Acs) working as Independent Contractors at Common Ground. All L.Acs are fully qualified to practice Chinese medicine, having completed a comprehensive 3 year educational program, and having passed the national examination administered by the National Commission for the Certification of Acupuncturists.

Acupuncture is performed by the insertion of very thin sterilized needles through the skin. Once inserted, the needles may be stimulated manually or by a machine. Because the needles are sterile and are only used one time, it is not necessary to swab the skin with alcohol prior to insertion; however, feel free to request this from your practitioner.

Acupuncture attempts to treat bodily dysfunctions or diseases, to modify or prevent the perception of pain, and to normalize the body's physiological functions.

Certain adverse side effects, while infrequent, may result. These could include, but are not limited to, local bruising, minor bleeding, fainting, temporary pain or discomfort, infection or blistering at the site of procedure, and the possible temporary aggravation of symptoms existing prior to acupuncture treatment.

Acupuncture is licensed in Virginia and many other states, and has been safely practiced for centuries. I have been given no guarantees concerning its use and effects and know that I am free to stop acupuncture treatment at any time.

I have carefully read and understand all of the foregoing and am fully aware of what I am signing. I hereby release Common Ground Healing Arts and its practitioners from any and all liability which may occur in connection with the above-mentioned procedures, except for failure to perform the procedures with appropriate medical care. I understand I am free to withdraw my consent and to discontinue participation in these procedures at any time.

Patient, Parent or Guardian

Date



CLIENT INTAKE FORM

Please note: The information we request is for use in providing demographic information for grant proposal and reporting purposes. It will never be used in connection with your name or shared with any third-party. It will not be shared with your Common Ground practitioner or teacher. S/he will always have a conversation with you before beginning any class or treatment by asking if you have any particular concerns or needs.

Name:	Birthday:
Address:	
City/State/Zip:	
E-mail Address:	
Preferred Phone:	Employer:
Emergency Contact Name:	Emergency Contact Phone Number:

1. Gender: _____

2. Race/Ethnicity: _____

3. Military Status: I am a veteran I am active duty military

4. Where do you live?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> City of Charlottesville | <input type="checkbox"/> Albemarle County | <input type="checkbox"/> Louisa County | <input type="checkbox"/> Other -Virginia |
| <input type="checkbox"/> Fluvanna County | <input type="checkbox"/> Nelson County | <input type="checkbox"/> Greene County | <input type="checkbox"/> Outside of Virginia |

5. How many people are in your household? _____

6. What is your household's annual income?

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Less than \$10,000 | <input type="checkbox"/> \$20,001 - \$30,000 | <input type="checkbox"/> \$40,001 - \$50,000 | <input type="checkbox"/> \$60,001 - \$70,000 |
| <input type="checkbox"/> \$10,001 - \$20,000 | <input type="checkbox"/> \$30,001 - \$40,000 | <input type="checkbox"/> \$50,001 - \$60,000 | <input type="checkbox"/> More than \$70,000 |

7. How did you hear about Common Ground?: (check all that apply)

- | | | |
|---|---|-------------|
| <input type="checkbox"/> Radio Station | <input type="checkbox"/> Physician | Name: _____ |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> CG Board Member | Name: _____ |
| <input type="checkbox"/> Internet Search | <input type="checkbox"/> CG Staff Member | Name: _____ |
| <input type="checkbox"/> Print Ad Where? _____ | <input type="checkbox"/> Nonprofit Organization | Name: _____ |
| <input type="checkbox"/> Other Please Specify: _____ | <input type="checkbox"/> Friend/Family Member | Name: _____ |

8. Do you have any of the following:

- | | |
|--|--|
| <input type="checkbox"/> Respiratory condition (asthma, COPD, lung disease) | <input type="checkbox"/> Depression or Anxiety |
| <input type="checkbox"/> Circulatory condition (high blood pressure, heart or kidney disease, blood clots) | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Chronic Neck or Back Pain | <input type="checkbox"/> Diabetes |

9. Please rate your general stress level: (Please circle one)

- | | | | | |
|-----|---------------|---------|---------------|------|
| 1 | 2 | 3 | 4 | 5 |
| low | below average | average | above average | high |



Common Ground Healing Arts is a nonprofit and our mission is to make our wellness services accessible to all. Our massage and acupuncture operate by appointment; therefore, last minute cancellations and missed appointments can have a great impact to our revenue and that of our practitioners. We strive to be flexible and accommodating to your needs; as such, we ask that you be mindful of our nonprofit's organization's sustainability goals when booking appointments. In order to continue offering affordable acupuncture and massage we need to keep our appointment slots full. Missed appointments and/or late cancellations affect our ability to do so.

FINANCIAL POLICY

Common Ground operates on a sliding scale based on your household's income. The application for sliding scale is available on our website and in our office. Currently, our meditation offerings are donation-based.

Payment is expected at the time of service. Cash, checks and credit cards accepted. Our returned check fee is \$25.

We do not bill insurance or provide information to insurance companies. If you need a receipt to submit to your insurance/flex plan, please request a receipt upon purchase.

LATE POLICY

Please arrive a 15 minutes early for your first appointment and a few minutes early for subsequent appointments to allow for a stress-free check-in, changing clothes and/or a little pre-treatment decompression time. Lateness causes a chain reaction and we want you to get the most bliss for your buck.

We understand the unpredictability of traffic, weather and life, so we will do our best to fit you in as long as it does not affect the flow of our practitioners and other clients. If we can squeeze you in, your treatment may need to be cut short. If you arrive more than 10 minutes late and we are unable to accommodate you, it will be deemed a missed appointment.

MISSED APPOINTMENTS & CANCELLATION POLICY

We hope that you will not need to cancel your appointment. We do our best to meet your scheduling needs and request that you adhere to our cancellation policy. In respect for our intention to offer high quality health care at affordable prices, we kindly ask for 24 hour notice if it is necessary to cancel or reschedule an appointment.

All appointments that are rescheduled or cancelled with less than 24 hours advance notice, or appointments that are missed, will be charged the price of the scheduled session.

We ask that this fee be paid within one week of the missed or late cancelled appointment.

We greatly appreciate your understanding of our need to apply this policy, which helps us continue to serve our community with high quality, affordable health care services.

I agree to the above policies:

Name (please print)

Signature

Date



RECOMMENDATION FOR EXAMINATION BY A PHYSICIAN

Virginia law requires that this form be given to you if you do not have written evidence that you have received a diagnostic exam in the last six months from a licensed practitioner of medicine, osteopathy, chiropractic or podiatry regarding the condition for which you are seeking treatment.”

(Code of Virginia 54.1 – 2956.9 .18 VAC 85-110-10)

Common Ground Community Acupuncture Clinic recommends that _____ be examined by a physician regarding the condition for which you are seeking acupuncture treatment. I understand this recommendation.

Patient Signature

Date

Acupuncturist

Date

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Date

11 THINGS YOU NEED TO KNOW BEFORE YOUR 1ST ACUPUNCTURE APPOINTMENT

1. Wear loose clothes

- Wear sleeves that can be rolled up to the elbows and pants that can be rolled up to the knees.
- Clothing that isn't loose enough to roll up will prevent the practitioner from accessing some points.

2. Do not wear any perfume, cologne, oils or scented lotions

- Many of our patients are allergic or sensitive to smells.

3. Complete required paperwork

- Arrive 15 minutes early or
- Fill out your paperwork before your appointment and bring it with you.

4. Show up on time... A few minutes early is even better!

- Or 15 minutes early, if you have not completed the paperwork for your first appointment
- We schedule appointments 10 minutes apart (20 minutes apart for new patients)
- We really want you to have enough time for the ultimate healing experience while not creating a delay for the patients that follow. The pace of the schedule begins to fall apart when one or more clients arrive late.
- We are doing our best to see you close to the time of your appointment and not keep you waiting. Occasionally a practitioner will run behind while caring for an unexpected need for you or another patient. We work hard to stay on time and your patience and cooperation is deeply appreciated!

5. Plan to be at the clinic for 60-90 minutes

- Follow up treatments will not take as long as your first session.
- Feel free to come early or stay late and have a cup of tea!

6. Community Setting

- There will be up to 5 other people getting treated at the same time, in the same room.
- The acupuncturist is taking care of those who are already in the room as well as those who will enter after your treatment begins and may need to step away from you briefly as your treatment begins and ends.

7. Making yourself comfortable

- Bring whatever you need from home to make yourself comfortable during treatment.
- Items such as earplugs or relaxing music (through headphones) may be especially helpful if snoring or other community sounds are prone to disturb you.

8. Eat a light meal or sensible snack before treatment

9. Cancellations

- Please be aware that we require 24 hours notice for cancellations.
- There is a \$20-\$50 (Pay-What-You-Can) fee for cancellations made within 24 hrs or missed appointments.

10. Payment & Insurance

- Pay-What-You-Can between \$20 - \$50 plus an additional \$15 one-time consultation fee for your first visit.
- Because we have a sliding scale, we cannot do insurance billing (that's the insurance companies' rule). We'll be happy to give you a receipt that you can submit for reimbursement.

11. Where is Common Ground?

- Common Ground is located in downtown Charlottesville in the Jefferson School City Center, 233 4th Street, NW. Our office is on the 2nd floor on the side furthest from the parking lot.

IT TRULY TAKES THE COMMUNITY TO MAKE COMMUNITY ACUPUNCTURE WORK!

THANK YOU FOR YOUR PART!!