# ACCIDENT/INJURY QUESTIONNAIRE

AUTOMOBILE ACCIDENT – ADDITIONAL				
AUTOMORII F ACCIDENT - ADDITIONAL	INFORMATION			
• Was anyone else in the vehicl	• — —	** * -		and part ord p
• You were?  Front seat – Di				
• Name of Driver, if not self:				
• Did airbags deploy? ☐ No ☐				
• Did you strike the windshield				
Were you knocked unconscious				
Where was your vehicle impa		•		
• Where was the other vehicle	-			
• Your Auto Ins:	•			
o Address:				
• Other's Auto Ins:				
o Address:		City:	State:	Zıp:
WORKER'S COMPENSATION INJURY – Al		ination:	Claim #:	
Employer:Address:		-		
Contact Person:	•			•
GENERAL ACCIDENT/INJURY INFORM	ATION – (PLEASE USE THE REVER	SE SIDE OF THIS PAGE IF ADDIT	IONAL SPACE IS NEEDED)	
			IONAL SPACE IS NEEDED)	
GENERAL ACCIDENT/INJURY INFORM  Date of Accident://  Please describe the accident in	Time:: AM	M / PM		
	Time:: AM	M / PM		
Date of Accident://_	Time:: AM	M / PM		
Date of Accident://_ Please describe the accident in a	Time:: AM	M / PM		
Date of Accident://_ Please describe the accident in a Before the accident/injury:	Time:: AN as much detail as possible	1 / PM ?		
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any con	Time:: AN as much detail as possible	1 / PM  ??  rea before? □ No □ Ye	es	
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any com  ○ If yes - Were they pres	as much detail as possible  nplaints in the involved ar	I / PM  ??  rea before? □ No □ Yo ident/injury? □ No □	es	
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any com  • If yes - Were they pres  • If yes - Summariz	as much detail as possible  nplaints in the involved ar sent at the time of the accide these complaints prior to	1 / PM  2?  rea before? □ No □ Yo  ident/injury? □ No □  to the accident:	es Yes	
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any com  • If yes - Were they pres	as much detail as possible  nplaints in the involved ar sent at the time of the accide these complaints prior to	1 / PM  2?  rea before? □ No □ Yo  ident/injury? □ No □  to the accident:	es Yes	
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any com  • If yes - Were they pres  • If yes - Summariz	as much detail as possible  nplaints in the involved ar sent at the time of the accide these complaints prior t	1 / PM  2?  rea before? □ No □ Yo  ident/injury? □ No □  to the accident:	es Yes	
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any con  • If yes - Were they pres  • Use of performance of	as much detail as possible  nplaints in the involved ar sent at the time of the accide these complaints prior to	A / PM  The rea before? No You ident/injury? No to the accident: tivities without restriction.	es Yes on?	
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any com  • If yes - Were they pres  • If yes - Summariz  • Were you capable of performs  At the time of the accident/injury	as much detail as possible  nplaints in the involved ar sent at the time of the acci te these complaints prior t rming all of your work ac  ry: tely after the accident?	A / PM  crea before?	es Yes on? □ No □ Yes t day □ Next day [	☐ When?
Date of Accident://_ Please describe the accident in a  Before the accident/injury:  • Have you ever had any con  • If yes - Were they pres  • If yes - Summariz  • Were you capable of performs  At the time of the accident/injurical points of the accident in the second o	as much detail as possible  nplaints in the involved ar sent at the time of the accident the time accident?   retely after the accident?	A / PM  A / PM	es Yes on?	☐ When?
Date of Accident:// Please describe the accident in a  Before the accident/injury:  • Have you ever had any com  • If yes - Were they pres  • If yes - Summariz  • Were you capable of perform  At the time of the accident/injur  • Did you feel pain immediat  • Were you taken anywhere  • If yes, How?	as much detail as possible  nplaints in the involved ar sent at the time of the acci te these complaints prior t rming all of your work ac  ry: tely after the accident?	A / PM  Prea before? No Yes No O  I No Yes Later that dahere?	es Yes  on?	□ When?
Date of Accident:/	as much detail as possible  applaints in the involved are sent at the time of the access the these complaints prior to the trming all of your work access after the accident?   after the accident?   We have a series of the accident of the	A / PM  Prea before? No Yes No O  I No Yes Later that dahere?	es Yes  on?	□ When?
Date of Accident:// Please describe the accident in a  Before the accident/injury:  Have you ever had any com  If yes - Were they pres  If yes - Summariz  Were you capable of perfort  At the time of the accident/inju  Did you feel pain immediat  Were you taken anywhere  If yes, How?  If yes, Did you receive	as much detail as possible  applaints in the involved are sent at the time of the accident and a sent at the time of the accident and a sent at the accident and a sent a sent at the accident and a sent	rea before? No Yes No Yes Later that dahere?	es Yes  on?	□ When?
Date of Accident:/	as much detail as possible  nplaints in the involved are sent at the time of the accepte these complaints prior to the rming all of your work accepte after the accident?  after the accident?  after the accident?  Very treatment?  No Yes	rea before? No Yes No Yes Later that dahere? Later that dahere? The Same?	es Yes  On?	] When?
Date of Accident:/	as much detail as possible  applaints in the involved are sent at the time of the acceptance these complaints prior to the training all of your work accepts after the accident?   after the accident?   where treatment?   No Yes approving?   Getting Westricted as a result of this	A / PM  A / PM	es Yes On? No Yes t day Next day Next day V	] When?
Please describe the accident in a  Before the accident/injury:  Have you ever had any com  If yes - Were they pres  If yes - Summariz  Were you capable of perform  At the time of the accident/injury  Did you feel pain immediat  Were you taken anywhere  If yes, How?  If yes, Did you receive  Since the accident/injury:  Are your symptoms:	as much detail as possible  applaints in the involved are sent at the time of the access the these complaints prior to the training all of your work access after the accident?   after the accident?   AN A A A A A A A A A A A A A A A A A	rea before? No Yes ident/injury? No Co the accident: tivities without restriction No Yes Later that dahere? The Same? accident/injury? No No Yes - (Dates?)	es Yes  on?	] When?

# INTRODUCTION PATIENT CASE HISTORY

TIENT INFORMATION			
Name: (First MI Last)			Preferred Name:
Address:		City:	State: Zip:
Home:	Mobile:	Mobile Carrier:	Work:
Email:		Gender: M/I	Marital Status: Single / Married / G
Social Security #:		Date of Birth:	
Student Status: Full S	tudent / Part Student / Non-Student	Employed: Y /	N
Ethnicity: Hispanic or	Latino / Not Hispanic or Latino / Decl	ine Preferred Lang	guage: English / Decline / Other:
Race: Asian / African	American / American Indian or Alaska	n Native / Other / Native I	Hawaii or Pacific Islander / White / Declin
*Referred By: (Name).	·	Family / Friend / Co-Wor	rker / Doctor / Other Source
ERGENCY CONTACT INFORMA	TION		
Name: (First MI Last)		_ Primary Care	Physician:
Home:	Mobile:	_ Doctor's Phon	e:
VANCIAL INFORMATION	Parent / Spouse / Other:  ker's Comp		ther (please explain):
NANCIAL INFORMATION  Insurance Wor  PRIMARY INSURANCE	ker's Comp	ersonal Injury/Auto	SURANCE
NANCIAL INFORMATION  Insurance Wor  PRIMARY INSURANCE  Insurance Name:	ker's Comp	ersonal Injury/Auto	SURANCE ne:
Insurance	ker's Comp	ersonal Injury/Auto	SURANCE
Insurance Wor  PRIMARY INSURANCE  Insurance Name:  Relation to Insured: S  Other than Self:	ker's Comp Self-Pay (Cash) Pe	Ersonal Injury/Auto	SURANCE  ne: ured: Self / Spouse / Parent / Child / Other
Insurance Wor  PRIMARY INSURANCE Insurance Name: Relation to Insured: S  Other than Self: Insured's Name:	ker's Comp Self-Pay (Cash) Pe	SECONDARY IN  Insurance Nam  Relation to Ins  Other than Self:  Insured's Na	SURANCE  ne: ured: Self / Spouse / Parent / Child / Othe  nme: Gender: N
Insurance	ker's Comp Self-Pay (Cash) Pe	SECONDARY IN  Insurance Nam  Relation to Ins  Other than Self:  Insured's Na  Address:	SURANCE  ne: ured: Self / Spouse / Parent / Child / Othe  nme: Gender: N
Insurance	ker's Comp	Ersonal Injury/Auto	SURANCE  ne: ured: Self / Spouse / Parent / Child / Other  nme: Gender: March   State: Zip:
Insurance	ker's Comp	SECONDARY IN  Insurance Nam  Relation to Ins  Other than Self:  Insured's Na  Address:  City:  Phone:	SURANCE  ne: ured: Self / Spouse / Parent / Child / Othe  nme: Gender: N
Insurance	ker's Comp	SECONDARY IN  Insurance Nam  Relation to Ins  Other than Self:  Insured's Na  Address:  City:  Phone:	SURANCE  ne:
Insurance	ker's Comp	Ersonal Injury/Auto	SURANCE  ne: Gender: Market    State: Zip:  Date of Birth:
Insurance	ker's Comp	Ersonal Injury/Auto	SURANCE  ne: Gender: Market    State: Zip:  Date of Birth:
Insurance	ker's Comp	SECONDARY IN  Insurance Nam  Relation to Ins  Other than Self:  Insured's Na  Address:  City:  Phone:	SURANCE  ne: ured: Self / Spouse / Parent / Child / Other  nme: Gender: Marener

It is Usual and Customary to Pay for Services as Rendered Unless Otherwise Arranged

# PATIENT CASE HISTORY

HISTORY OF CURE	RENT CONDITION						
Describe Ma	ijor Complaint:						
Describe any	Secondary Complain	ints:					
Describe WI	HEN and HOW this l	began:					
		_			oderate (4-6) / Mod-Se		
Quality of th	ne complaint/pain: S	Sharp / Stabb	ing / Burning / Ac	hy / Dull / Stiff & Sor	e / Other:		
How frequen	nt is the complaint pr	resent? Off	& On / Constant				
Does this cor	nplaint radiate/shoo	t to any area	as of your body?	No / Yes (Describe)			
<u>Head</u> - Base	of Skull / Forehead / Sic	des-Temple	R  /  L  /  Both	<u>Leg</u> - Hip / Thigh-F	Knee / Calf / Foot-Toes	R/L/Both	h
$\underline{Arm}$ – Acros	s Shoulder / Elbow / Ha	nd-Fingers	R/L/Both	Other Area:			
Does anythin	ng make the complain	<b>nt better?</b> Ic	e / Heat / Rest / M	ovement / Stretching /	OTC / Other:		
Does anythin	ng make the complain	nt worse? S	it / Stand / Walk /	Lying / Sleep / Overus	se / Other:		
Which daily	activities are being a	iffected by t	his condition? (De	escribe)			
-	RRENT condition, ha	•	,	,			
			MD / PT / Massa	ge / ER / Other:	Where?		
	•			_			
• Had any d	nagnostic testing? X-	rays / MRI /	C1 / Other:	when	and Where?		
HEALTH HISTORY	- (PLEASE USE THE REVER	SE SIDE OF THIS	S PAGE IF ADDITIONAL	SPACE IS NEEDED)			
Medications and	d Supplements:						
Allergies to I	Medications:		NONE	Family Health His	<u>tory:</u>		N/A
Name		Reaction		List relevant m	ajor health problems	of First deg	gree relative
2 (4222)		2100001011		Probl		Sibling	Child
					(M or F)	(B or S)	(S or D)
Current Med	dications & Supplem	ents:	NONE				
Name	e Dosage	Frequency	Method				
				Social and Occupa	tional History		
				<del>-</del>		D /E	/ <b>N</b> T
				Smoking/ Todacc	o Use: Every Day / So	me Days / F	ormer / Neve
Past Health His	tory: (Please list any pa	ret )		Habit	Type	Amount	Year
	Falls in the last 24 mo		<b>Injuries?</b> Y or N	Smoking			Started
	ans in the last 24 me	muis	•	Tobacco			
Surgeries:			NONE	Alcohol			
Date	Area of the Body	R	eason	Caffeine		<u> </u>	
				Rec. Drugs			
				Education: High	School / College Grad	. / Post Grad	l. / Other:
Major Injur	ies / Traumas / Hosp	italizations:	NONE	Lifestyle Hobbies	Des	cribe	
Date		Describe		Recreation			
				Exercise			
				Diet			
				Work			
				Other			

Patient No: \_\_\_\_\_

# Are you <u>currently</u> experiencing any of these symptoms? (Check all the apply) Many of the following conditions respond to Chiropractic and Acupuncture treatment.

General: (constitutional)  ☐ Recent Weight Change ☐ Fever ☐ Fatigue ☐ None in this Category  Musculoskeletal:	Gastrointestinal:  ☐ Loss of Appetite ☐ Blood in Stool ☐ Change in Bowel Movements ☐ Painful Bowel Movements ☐ Nausea or Vomiting ☐ Abdominal Pain	Endocrine, Hematologic, and  Lymphatic:  Thyroid problems  Diabetes  Excessive Thirst or urination  Cold Extremities  Heat or Cold intolerance
□ Low Back Pain   □ Mid Back Pain   □ Neck Pain   □ Arm Problems   □ Leg Problems   □ Painful Joints   □ Stiff/Swollen Joints   □ Sore/Weak Muscles or Joints   □ Muscle Spasms/Cramps   □ Broken Bones   □ Other:   □ None in this Category	☐ Frequent Diarrhea ☐ Constipation ☐ Other: ☐ None in this Category  Cardiovascular & Heart: ☐ Chest Pains ☐ Rapid or Heartbeat changes ☐ Blood Pressure Problems ☐ Swelling of Hands, Ankles, or Feet ☐ Heart Problems ☐ Other:	☐ Change in hat or glove size ☐ Dry skin ☐ Glandular or hormone problem ☐ Swollen Glands ☐ Anemia ☐ Easily Bruise or Bleed ☐ Phlebitis ☐ Transfusion ☐ Immune system disorder ☐ Other: ☐ None in this Category
Neurological:  Numbness or tingling sensations Loss of Feeling Dizziness or light headed Frequent or Recurrent Headaches Convulsions or seizures Tremors Stroke Other: None in this Category	None in this Category   Respiratory:   □ Difficulty Breathing   □ Persistent Cough   □ Coughing Blood   □ Asthma or Wheezing   □ Lung Problems   □ Other:   □ None in this Category   Eyes and Vision:	Skin and Breasts:  Rash or Itching Change in Skin Color Change in hair or nails Non-healing sores Change of appearance of a mole Breast Pain Breast Lump Breast Discharge Other: None in this Category
Mind/Stress:  Nervousness Depression Sleep Problems Memory Loss or Confusion Other: None in this Category	<ul> <li></li></ul>	Women Only:  Are you pregnant?  Yes - Due Date//  No - Last Menstrual Period
Genitourinary:  Sexual Difficulty Kidney Stones Burning/Painful Urination Change in force/strain w Urination Frequent Urination Blood in Urine Incontinence or Bed Wetting Other: None in this Category	Ears, Nose and Throat:  Bleeding gums / mouth sores Bad Breath or bad taste Dental Problems Swollen throat or voice change Swollen glands in neck Ringing in the ears Ear - Ache/Ringing/Drainage Sinus / Allergy problems Nose Bleeds Hearing Loss Other:	☐ Infertility ☐ Painful or Irregular periods ☐ Vaginal Discharge ☐ Other: ☐ None in this Category  Pregnancies:  Date Outcome
	None in this Category  it to be true and correct to the best of my knowledge, for therapeutic services, in accordance with this state	
Patient or Guardian Signature		Date
Treating Doctor Signature		Date

## INFORMED CONSENT TO CHIROPRACTIC CARE

#### Jeffery A. Turnbull D.C. Alternative Solutions

575 West IL Route 173 Antioch, Il 60002 Telephone (847)395-1110 Fax (847)395-2630

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

Please discuss any questions or concerns with	the Doctor before signing this consent.
I hereby request and consent to thad in adjustments and other chiropractic procephysical therapy and diagnostic x-rays babove.	edures, including various modes of
Though chiropractic adjustments and seldom cause any problem, I understome risks to treatment. Risks include, be injures, strokes, disclosures and sprains. an exact science and that, therefore, repuguarantee results. I acknowledge that not made by anyone regarding the chiropractand authorized. I have had the opportunity questions have been answered to my treatment.	out are not limited to, fractures, disk I understand that chiropractic is not utable practitioners cannot fully o guarantee or assurance has been ctic treatment that I have requested wity to read this form and ask questions
X	Date
Signature of patient, parent, or personal r	epresentative
	Date
Print name of patient, parent, or persona	l representative
	Date
Witness Signature	
	Date
Doctor's signature	

## **Alternative Solutions Center for Chiropractic Medicine**

Dr. Jeffery A. Turnbull D.C. 575 W IL RT 173 Antioch, IL 60002 Telephone: (847)395-1110 Fax: (847)395-2630

## **Patient Acknowledgement**

By subscribing my name below, I acknowledge receipt of the Notice of Privacy Practices from Alternative Solutions Center for Chiropractic Medicine, and my understanding and agreement to its terms.

Patient Signature:	Date:
<u>Assignment</u>	of Health Benefits
The parties below, hereby agree to the fol the assignment appearing in Dr. Turnbull's policy	lowing conditions, covenants and terms regarding witnessed by,
to assign all applicable health provisions pertainir	red to as "Patient", understand & voluntarily agreeing to payments of benefits appearing in my current adered by Dr. Jeffery A. Turnbull, hereafter referred
	orders & directs, the current insurance provider, to RT 173 Antioch, IL 60002, the sum due to the doctor ary sustained.
That Patient gives doctor the exclusive right the right of securing counsel to represent the Doctor	nt to secure the funds asigned the Patient, including or for all sums due for the treamtent rendered.
evidence by the signatures below: that Patient and	agreement of benefits freely and voluntarily and l Doctor warrant that they have read this assignent of the same, and agree that each be bound by the
Medicare and Humana/Medicare patients, pleas	the statements above with the exception of: se DO NOT sign, we no longer accept assignment Humana/Medicare.
Patient Signature: X	Date:
Doctor Signature:	Witness

## **DOCTOR'S LIEN**

TO: Attorney	Doctor: Jefferey A. Turnbull D.C. 575 W. IL Route 173 Antioch, IL 60 002  Phone: (847)395-1110 Fax: (847)395-2630
RE: Reports and Doctor's Lien	Email: info@turnbullchiropractic.com
RE. Reports and Doctor's Lien	
examination, diagnosis, treatment, prognosis, etc., involved.  I hereby authorize and direct you, my attomay be due and owing him for medical service recreason of any other bills that are due his office judgment or verdict as may be necessary to adequate a lien on my case to said doctor against any and a which may be paid to you, my attorney, or myself treated or injuries in connection therewith.	orney, to pay directly to said doctor such sums as indered me both by reason of this accident and by and to withhold such sums from any settlement, ately protect said doctor. And I hereby further give all proceeds of any settlement, judgment or verdict as the result of the injuries for which I have been ally responsible to said doctor for all medical bills this agreement is made solely for said doctor's awaiting payment. And I further understand that
Date: Patient's Signature:	
The undersigned being attorneys of record for the atterms of the above and agrees to withhold such sumay be necessary to adequately protect said doctors.	ms from any settlement, judgment or verdict as
Date: Attorney's Signature:_	
Attorney: Please date, sign and return one copy to Reply envelope attached.  Keep one copy for your records.	

### **Alternative Solutions Center for Chiropractic Medicine**

#### NOTICE OF PRIVACY PRACTICES

Alternative Solutions is required by law, to maintain the privacy and confidetiality of your protected health information and provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

#### **Disclosure of Your Health Care Information**

#### **Treatment**

We mat disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations. (example)

"On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with Alternative Solutions."

"It is our policy to provide a substitute health care provider, authorized by Alternative Solutions to provide assessment and/or treatment to our patients without advance notice, in the event of your primary health care provider's absense due to vacation, sickness, or other emergency situation."

#### **Payment**

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. (example)

"As a courtesy to our patients we will submit an itemized billing statement to your insurance carrier for the purpose of payment to Alternative Solutions for health care services rendered. If you pay for your health care services personally, we will, as a courtesy, provide an itemized billing to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received."

#### **Worker's Compensation**

We may disclose your health information as necessary to comply with State Worker's Compensation Laws.

#### **Emergencies**

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

#### **Public Health**

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medication, and reporting disease or infection exposure.

#### **Judicial and Administrative Proceedings**

We may disclose your health information in the course of any administrative or judicial proceeding.

#### Law Enforcement

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person complying with a court order subpeona, and other law enforcement purposes.

#### **Deceased Persons**

We may disclose your health information to coroners or medical examiners.

#### **Organ Donation**

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

#### Research

We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular or to the general public.

#### **Public Safety**

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat, to the health or safety of a particular person or to the general public.

#### **Specialized Government Agencies**

We may disclose your information for military, national security, prisoner and government benefits purposes.

#### **Marketing**

We may contact you for marketing purposed or fundraising purposes, as described below. (example)

"As courtesy to our patients, it is our policy to call your home on the evening prior to your scheduled appointment to remind you of your appointment time. If you are not at home, we will leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment."

"It is our practice to participate in charitable events to raise awareness, food donations, gifts, money, ect. During these times, we may send you a letter, post card, invitation or call your home to invite you to participate in the charitable activity. We will provide you with information about the type of activity, the dates and times, and request your participation in such an event. It is not our policy to disclose any personal health information about your condition for the purpose of Alternative Solutions sponsored fundraising events."

#### **Change of Ownership**

In the event that Alternative Solutions is sold or merged with another organization, your health information/record will become property of the new owner.

#### Your Health Information Rights

You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Alternative Solutions is not required to agree to the restrictions that you requested.

- ➤ You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have a right to request that Alternative Solutions amend your protected health information. Please be advised, however, that Alternative Solutions is not required to agree to amend your protected health information, If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- > You have a right to receive and accounting of disclosures of your protected health information made by Alternative Solutions.
- ➤ You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

#### **Changes to this Notice of Privacy Practices**

Alternative Solutions reserves the right to amend this Notice of Privacy Practices at an time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Alternative Solutions is required by law to comply with this Notice.

Alternative Solutions is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact: Alternative Solutions by calling the office at (847)395-1110. If Alternative Solutions is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

#### **Complaints**

Complaints about our Privacy Rights, or how Alternative Solutions has handles your health information should be directed to Alternative Solutions by calling this office at (847)395-1110. If Alternative Solutions is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights 200 Independence Avenue, S.W. Room 509F HHH Building Washington, DC 20201

This notice is effective as of 08/01/2002