

METABOLIC EVALUATION "GET TO KNOW YOU" PACKET

This patient packet must be completed and returned at least one week prior to your first appointment. If you need assistance, please call before your appointment: 352-259-5190

Please take your time and fill out completely. Should you have any records, labs, etc. you would like to provide to us, please include with your paperwork.

Please print clearly:	Date
· ·	D.OB
Address:	
Phone:	Work/Cell Phone:
Email Address: Would you like to receive our monthly newsletter l	
Work Type:	·
DOB: Age: Height: Sex Marital Status: Single Partner Married	
Primary Care Physician:	Date last seen:
Do you currently have a My Fitness Pal account for logging food? Yes No If Yes, what program are you using?	



What is a Metabolic Evaluation?

The Whole Body Approach:

Your Metabolic Evaluation consists of TWO scheduled appointments.

Visit One: (Getting to know you)

This appointment with a TNT Provider is designed for us to obtain a thorough and complete history and to get a clear understanding of your goals. After reviewing your history, previous labs, medical records, and body composition test, recommendations are made for additional diagnostic tests to "fill in the gaps" needed to give you the proper advice to reach your wellness goals.

Visit Two: (Review of Findings)

This appointment with a TNT provider is designed to review your labs and help you gain better understanding of your current state of health. Then, time is spent collaboratively developing your individual wellness plan.

Subsequent Visits:

There are different avenues for you to take with TNT on your road to wellness. Individual sessions or packages are available to meet your individual needs. You choose what meets your needs.



HEALTH HISTORY

Current Health Problems being treated for:
Pacemakers or other implanted medical device: Yes or No (circle). Describe:
Medication Allergies with Reaction:
Other Allergies:
Primary Health concern/objective:
Laboratory procedures performed (stool analysis, blood and urine chemistries, hair analysis)
Outcome to Previous Diagnostic studies for these problems:
X-ray Ultrasound Colonoscopy Upper endoscopy
Colonoscopy Upper endoscopy Other Thermogram
Circle the level of stress valuers experiencing on a scale of a to a c (a being the levest).
Circle the level of stress you are experiencing on a scale of 1 to 10 (1 being the lowest):
Identify the major causes of stress (changes in job, work, residence or finances, legal problems):
Do you consider yourself: Ounderweight Overweight Ojust right Your weight today is Unintentional weight loss or gain of 10 or more pounds in the last three months? Yes or No
Is your job associated with potentially harmful chemicals (pesticides, radioactivity, solvents) and/or life threatening activities (fireman, etc.)?
Signature: Date:

MEDICATIONS/SUPPLEMENTS/OVER-THE-COUNTER PRODUCTS USED:

lease list all medications and dosages you are currently taking. Prescription and/or OTC – including all Supplements)						
ease _l	place a '*′by any me	dications whic	h are new or	have been ch	anged in the lo	ast 30 da
	Signature:			Date:_		



□Arthritis	□Glaucoma	☐Sexually transmitted disease
□Allergies/hay fever	□Gout	Туре:
□ Asthma	□Hashimotos Thyroiditis	Date Diagnosed:
□Alcoholism	□Heart disease	☐Seasonal affective disorder
□Alzheimer's disease	☐Heart palpitations	☐Scarlet fever
□ Anemia	☐Heart Murmur	□Shingles
□Autoimmune disease	□Headache	□Shortness of breath
☐ Blood Clotting Disorder	□Hepatitis	☐Sinus problems
☐Blood pressure problems	☐ High Blood Pressure	□Siogrens disease
☐Bowel irregularity	Last BP Reading:	☐Skin problems
□Brokenbones/fixes	Date:	□Stroke
□Bronchitis	□Incontinence	□Tetanus
☐Coumadin Use	☐Infection, chronic	☐Thyroid trouble
□Cancer:	☐Inflammatory bowel disease	
Date Diagnosed:	☐Irritable bowel syndrome	□Ulcer
☐Chronic fatigue syndrome	☐ Joint Pain	□Urinary tract infection
☐Chronic fever	□Kidney or bladder disease	□Varicose veins
□Carpal tunnel syndrome	☐Lactose intolerance	□Venereal disease
□Chest pain	☐Learning diabilities	Other
☐Cholesterol, elevated	☐Liver or gallbladder disease	
☐Circulatory problems	□Loss of conciousness/passing out	Surgical History Date:
□Colitis	□Lupus	☐Adenoids :
☐Dental problems	□Measles	□Appendix:
☐Depression	□Mental illness	☐Back surgery:
□Diabetes	Treated Where:	□Biopsy:
□Diphtheria		Biopsy Location:
☐Diverticular disease	☐Mental retardation	☐Breast augmentation:
□Dizziness/Fainting	□Migraine headaches	☐Breast reduction:
□Drug Addiction	□Mumps	□Cancer:
☐Eating disorder:	□Muscle aches	Location:
Type:	□Nervouseness	Cataracts:
□Epilepsy	□Neurological problems	☐Colonoscopy:
□Emphysema	□Pneumonia	□Cyst removal
□Eyes, ears, nose, throat	□Polio	Dilatation:
problems:	☐Problems with circulation	□Gallbladder:
□Environmental sensitivities	□Prostate disease	□Gastric Bypass:
□Fibromyalgia	□Obesity	☐Hysterectomy:
☐Food intolerance	□Osteoporosis	Total or Partial?
☐Frequent infections	Last bone density scan Date:	☐Joint replacement:
□Gastroesophageal refux	Meds:past/present	□Laparoscopy:
disease		Oral surgery:
☐Gallbladder disease	Side Effects:	☐Rhinoplasty:
☐Genetic disorder		☐Tonsils:
☐GI Disorder	☐Rheumatic fever ☐Rubella	□Vision correction:
		Others

Signature:



Medical (WOMEN)	Medical (WOMEN) Cont.	Health Habits
□Ablation	□Sexually transmitted disease	□Tobacco: Past / Present
☐Birth control	☐Surgical menopause	Cigarettes: #/day
Describe	□Tubal Ligation	Cigars: #/day
□Breast cancer	■Vaginal dryness	How long?
□Changes in normal	□Vaginal infections	□Interested in stopping?
menstrual flow (heavier, large	□History of Rape, violence or	□Alcohol:
clots, scanty)	sexual assault.	Wine: #glasses/d or wk
-Date last GYN exam	□Currently sexually active/	Liquor: #ounces/d or wk
Pap □ + □ -	Desire to be.	Beer: #glasses/d or wk
Mammogram □+□-	□Other	Current Elicit Drug use:
Date of last study:		Marijuana Use:
☐Currently pregnant?		History Of Drug Or Alcohol
# pregnancies	Medical (MEN)	Dependance:
#live childbirths	☐Benign prostatic hyplasia	Recovered:
□Children Breast Fed	☐Decreased sex drive	
□Decreased sex drive	□Infertility	
□ Endometriosis	□Prostate problems	Sleep
□Fibrocysitic breasts	☐Prostate cancer	Number of hours you sleep per
☐Fibroids/ovarian cysts	□Sexually transmitted disease	night:
☐Frequent vaginal infection	□Trouble w/premature	Bedtime:
□Hormones	ejaculation	Awake time:
Name	☐Trouble w/erectile	Diagnosed Sleep Apnea:
	dysfunction	C-Pap/ Bi-Pap use:
□Natural hormones	□Trouble urinating	Last Sleep Study:
☐Synthetic hormones	☐Decrease in size of urinating	Do you snore or have you been
Decribe experience	stream	told you snore? Yes or No
	# time urinate night	Do you Dream? Yes or No
☐History Of Infertility		Awake rested? Yes or No
□Losing urine w/coughing or	<u>Immunizations</u>	Sleep in a chair or a bed?
sneezing	☐Td (date)	Any medications, or
☐ Menstrual irregularities	□Pneumonia (date)	supplements for
-Date-last menstrual	□Flu (date)	sleep:
cycledays -Length of cycle days	☐Shingles (date)	
	Childhood immunizations	
-Interval of time between	□Hepatitis	
cyclesdays	□Others	
☐ Menopause		
☐Moodiness/Depression with		
menstrual cycle		
☐Pelvic inflammatory disease		
□Premenstrual syndrome		
(PMS)		
	1	1

Signature:	Date:



Fluid Intake:	Trigger Foods: (foods that once	What do you snack
□Caffeine:	eaten have difficulty	on:
Coffee: #8oz cups/d	stopping)	
Tea: #8oz cups/d		
Soda w/caffeine: #cans/d	Who shops for the	Typical Breakfast you eat? Or Don't
Diet soda #cans/d	household?	eat:
Other sources	Who Cooks?	
□Water: #glasses/d	How many people live in the household?	Eating Style you grew up with:
Eating Habits	Any family members on restricted	
□Skip meals- which	diets?	
ones	What kitchen appliances do you	How do you view
One meal/day	own to cook with: (George	Food:
☐Two meals/day	forman grill, outdoor grill (gas,	
☐Three meals/day	Electric, Charcoal), other: Please	Food Frequency
☐Graze(sm. Frequent meals)	Name:	# of servings per day:
□Generally eat on the run		Fruits (citrus, melon,
☐ Eat constantly whether	Do you Own a blender?	etc.)
hungry or not	Do you drink meal replacement	Dark green or deep
mongry or not	drinks?	yellow/orange
Nutrition & Diet	Would you rather eat food or	vegetables
Mixed food diet (animal and	drink	Grains (unprocessed)
vegetable sources)	it?	Beans, peas, legumes
□Vegetarian	Your Biggest Pitfall to	Dairy, eggs
□Vegan	"dieting"?	Meat, poultry, fish
☐Salt restriction	3	Exercise
☐Fat restriction		Do you Enjoy exercise?
☐Starch/carbohydrate	Percentage you eat out per	Yes or No
restriction	week:	□5-7 days per week
☐The Zone Diet	What meals are eaten out most:	□3-4 days per week
☐Total calorie restriction	Breakfast/ Lunch/ Dinner	□1-2 days per week
Specific food restrictions:	Reason for eating out?	45 minutes or more duration
□Dairy □Wheat □Eggs	(Enjoyment/ Convenience,	per workout
□Soy □Corn □All gluten	Other)	30-45 minutes duration per
☐Gluten free	Foods you absolutely will not eat	workout
□Dairy free	despite how good they might be	Less than 30 minutes
☐Grain free	for	□Walk-#days/wk
□Sugar cravings	you:	☐Run, jog, other aerobic-
Yes,describe:		#days/wk
Carbohydrate cravings	Foods you crave:	□Weight lift-#days/wk
Yes,		□Stretch-#days/wk
describe:		□Personal trainer
		□Other

Signature:	Date:
J.g., a.c., c.	



Social History	Birth History:	Current Supplements
Hobbies: What do you like to	Full Term or Premature:	□Multivitamin
do:	Vaginal or C- section?	□Vitamin C
	Problems During your mothers	□Vitamin E
	pregnancy?	□EPA/DHA
What do you like to do that	,	□Evening Primrose/GLA
you can't do now? What	Childhood Illnesses	□Calcium, source
limits you?	□Measles	□Magnesium
	□Mumps	□Zinc
	□Rubella	□Minerals,
	☐Chicken pox	describe
Last Year Of School	□Polio	□Friendly flora (acidophilus)
completed: Name of		☐Digestive enzymes
Degree::	Childhood History	☐Amino acids
	Any Trauma (Car Accidents,	□CoQ10
What were your	concussions):	☐Antioxidants(lutein,
occupations:	Yes or No	resveratrol, etc.)
		□Herbs
Did you serve in the millitary?		☐Homeopathy
What Branch? How Long? Did	Prolonged	□Protein shakes
you serve in active	Hospitilizations:	□Superfoods (bee pollen,
combat?	Frequent Antibiotic Use:	phytonutrient blends)
	Yes or No	□Liquid meals(Ensure)
	How often were you	Others
Any History of PTSD?	sick?	Where do you currently
	Any Contact Sports? Yes or No	purchase supplements?
	Any Injuries as a result of	□ GNC
	sports? Yes or	☐ Vitamin Shoppe
	No:	☐ Drs. Office
		☐ Health Food Store
		A contract of the state of
		Any adverse effects of
		supplements in the past? ☐ Yes ☐ No
		If Yes, please explain:

Signature:	Date:
3	



Bowel Habits	Family Health History		
Frequency per day: (circle)	(Parents and Siblings)	Relationship	Age/ Deceased
Once Twice Three or mor	DArthritis:		
Consistency: (check all apply)	□Asthma:		
☐ Hard	□Alcoholism		
□Soft & Formed	□Alzheimer's disease:		
□Soft & Unformed	□Cancer:		
□Large	Type:		
□Small	Depression:		
□Watery	□Diabetes:		
□Mucous	□Drug addiction:		
□Blood	☐Eating disorder:		
Color: (check all apply)	☐Epilepsy:		
□Yellow □Brown	□Genetic disorder:		
□Red □Other	□Glaucoma:		
□Odor	□Heart disease:		
Other Symptoms (Check all apply)	☐Infertility:		
☐Gas ☐Bloating	☐Kidney disease:		
□Distension □Hlopolyps	☐Learning disabilities:		
□Rectal Pain □Rectal	☐Mental illness:		
Bleeding	☐Migraine headaches:		
☐Recent change in bowel	□Neurological disorders:		
habits	Obesity:		
Any foods Known to cause	□Osteoporosis:		
you Gas or	□Stroke:		
Bloating:	□Suicide:		
Blodding	☐Thyroid disease:		
□Over the Counter Medication	□Early Death's in the family:		
for constipation or diarrhea	Other		
	Other		
	How many siblings do you		
Any history of chronic	have:		
laxative use? Yes No	Number of biological children		
Type?	you have?		
Type:	Genetic disease states in		
	children or chronic illness?		
	☐ Yes ☐ No		
	Please explain:		
Signature:		Date:	



LOW THYROID SYMPTOM CHECKLIST

	_ DATE:CURRENT DOSE: racellular Thyroid Hormone, not what is in the blood!
ate the following symptoms based	d on Severity in last 72 hours — o (None) 5 (Severe)
Fatigue	Anxiety
Depression	Lack of sweating
Weight gain/difficulty losing weight	Weakness
Cold extremities	Pale skin
Dry or coarse skin	Shortness of breath
Constipation	PMS
Cold intolerance	Heavy menstrual flow
Hair loss or dry hair	Muscle or joint aches
Poor memory	Poor motivation
Poor concentration	Water retention
Migraines	
Total Score:	☐ Continue Same Dose ☐ Increase Dose todaily/other ☐ Decrease Dose todaily/other
Signaturo	Date



MALE BHRT QUESTIONNAIRE

Patient Info

Name		
Last	Middle	First
Phone	DOB	

	•			Mild					Modera Severe	ite	•
	(PLE	EASE de	note to t	he left w	hich nur	nber)					
Sleep disruption	N/A	1	2	3	4	5	6	7	8	9	10
Irritability	N/A	1	2	3	4	5	6	7	8	9	10
Depression	N/A	1	2	3	4	5	6	7	8	9	10
Breast development	N/A	1	2	3	4	5	6	7	8	9	10
Decreased morning erections	N/A	1	2	3	4	5	6	7	8	9	10
Decreased sex drive	N/A	1	2	3	4	5	6	7	8	9	10
Harder to reach climax	N/A	1	2	3	4	5	6	7	8	9	10
Reduced testicular size	N/A	1	2	3	4	5	6	7	8	9	10
Decreased motivation	N/A	1	2	3	4	5	6	7	8	9	10
Decreased self confidence	N/A	1	2	3	4	5	6	7	8	9	10
Abdominal fat	N/A	1	2	3	4	5	6	7	8	9	10
Muscle atrophy	N/A	1	2	3	4	5	6	7	8	9	10
Fatigue	N/A	1	2	3	4	5	6	7	8	9	10
Loss of recent memory	N/A	1	2	3	4	5	6	7	8	9	10
Dry skin	N/A	1	2	3	4	5	6	7	8	9	10
Arthritis	N/A	1	2	3	4	5	6	7	8	9	10
Hair loss	N/A	1	2	3	4	5	6	7	8	9	10
Weight gain	N/A	1	2	3	4	5	6	7	8	9	10

Signature:	_ Date:

FEMALE HORMONE SYMPTOM ASSESSMENT

Patient Name:	de la tima a 2. I	Oleane v	Date			£
each symptom. For symptoms that do not apply, p				e appropria	ate box	101
Score:		None 0	Mild 1	Moderate 2	Severe 3	Very Severe
Hot flashes, sweating (episodes of sweating)						
Heart discomfort (unusual awareness of heart beat, hear ping, heart racing, tightness	t skip-					
3. Sleep problems (difficulty in falling asleep, difficulty in sle through, waking up early	eeping					
 Depressive mood (feeling down, sad, on the verge of tear drive, mood swings) 	rs, lack of					
5. Irritability (feeling nervous, inner tension, feeling aggre	ssive)					
6. Anxiety (inner restlessness, feeling panicky)						
7. Physical and mental exhaustion (general decrease in performance, impaired memory, decrease in concentration, forgetfulness)						
8. Sexual problems (change in sexual desire, in sexual activity and satisfaction)						
Bladder problems (difficulty urinating, increased need to urinate, bladder incontinence)						
10. Dryness of vagina (sensation of dryness or burning in the vagina, difficulty with sexual intercourse.						
11. Joint and muscular discomfort (pain in joints, rheumatoid complaints.						
Last Pap: Date: Last Mammogram Date: Family History of Breast Cancer? Yes/No 1st Degree Relative Yes/No Osteoporosis/Osteopenia Yes/No Have you been on Hormones in the past? Yes/No Any history of Cancer? Type: Any complications:	Normal/A Last Men Cycle eve Flow: He Type: Treatmen	Abnorm strual lery 28 c eavy□l ats:	ial: Period: days or Medium _ Lengt	Irregular Light h of Treati	nent: _	
]

Date:___

Signature: __



MEDICAL SYMPTOMS QUESTIONNAIRE

Rate each of	the following symptoms based upon your typical health profile for: Past 48 Hrs
Point Scale	0 -Never or almost never have the symptom
	1 - Occasionally have it effect is not severe

1 – Occasionally have it, effect is not severe 2 – Occasionally have it, effect is severe 3 – Frequently have it, effect is not severe 4 – Frequently have it, effect is severe

HEAD Headaches Faintness Dizziness Insomnia Total **EYES** Watery or itchy eyes Swollen, reddened or sticky eyelids Bags or dark circles under eyes Blurred or tunnel vision (does not include near or far-sightedness) Total _____ EARS Itchy ears Earaches, ear infections Drainage from ear Ringing in ears, hearing loss Total NOSE Stuffy nose Sinus problems Hay fever Sneezing attacks Excessive mucus formation Total _____ MOUTH/THROAT Chronic coughing Gagging, frequent need to clear throat Sore throat, hoarseness, loss of voice Swollen or discolored tongue, gums, lips Canker sores Total _____ SKIN Acne Hives, rashes, dry skin Hair loss Flushing, hot flashes Excessive sweating Total _____ HEART Irregular or skipped heartbeat Rapid or pounding heartbeat Chest pain Total _____

 $Information\ provided\ by\ The\ Institute\ for\ Functional\ Medicine.\ \underline{www.functionalmedicine.org}$

Date:

Signature:



MEDICAL SYMPTOMS QUESTIONNAIRE

LUNGS	-	Chest congestion	
		Asthma, bronchitis	
		Shortness of breath	
		Difficulty breathing	Total
DIGESTIVE TRACT		Nauson vomiting	
DIGESTIVE TRACT		Nausea, vomiting Diarrhea	
		Constipation	
		Bloated feeling	
	-	Belching, passing gas Heartburn	
		Intestinal/stomach pain	Total
	<u>.</u>		
JOINTS/MUSCLE		Pain or aches in joints	
		Arthritis	
		Stiffness or limitation of movement	
	12	Pain or aches in muscles	
		Feeling of weakness or tiredness	Total
WEIGHT		Binge eating/drinking	
WEIGHI	3		
		Craving certain foods Excessive weight	
	-	Compulsive eating	
	-	Water retention	
			Total
		Underweight	Total
ENERGY/ACTIVITY	P	Fatigue, sluggishness	
		Apathy, lethargy	
	12	Hyperactivity	
		Restlessness	Total
MIND		Poor memory	
MIND	D	Confusion, poor comprehension	
		Poor concentration	
		Poor physical coordination	
		Difficulty in making decisions	
		Stuttering or stammering	
		Slurred speech	
		Learning disabilities	Total
	-	Learning disabilities	10001
EMOTIONS		Mood swings	
		Anxiety, fear, nervousness	
		Anger, irritability, aggressiveness	
		Depression	Total
OTHER		Frequent illness	
OTHER	-	Frequent or urgent urination	
	-	Genital itch or discharge	
		Community of discharge	Total
GRAND TOTAL		TOTAL	
Signature		Date:	
Jigilatore		Date	



PRIVACY RIGHTS

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact the Privacy Official for Total Nutrition and Therapeutics P.A. 352-259-5190

Introduction

This Notice of Privacy Practices is provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA).

At Total Nutrition and Therapeutics P.A., we are committed to treating and using protected health information about you responsibly. This Notice of Health Information Privacy Practices describes the personal health information we collect, and how and when we use or disclose that information. This notice also describes your rights as they relate to your Protected Health Information. This Notice is effective April 14, 2003, and applies to all protected health information as defined by federal regulations.

Acknowledgment of Receipt of this Notice

You will be asked to provide a signed acknowledgment of receipt of this notice. Our intent is to make you aware of the possible uses and disclosures of your protected health information and your privacy rights. The delivery of your health care service will in no way be conditioned upon your signed acknowledgment. If you decline to provide a signed acknowledgment, we will continue to provide you treatment, and will use and disclose your protected health information for treatment, payment, and health care operations when necessary.

Understanding Your Health Record/Information

Each time you visit Total Nutrition and Therapeutics P.A., a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, and serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve,

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Total Nutrition and Therapeutics P.A., the information belongs to you. You have the right to:

- Obtain a paper copy of this Notice of Privacy Practices upon request,
- Inspect and obtain a copy your health record as provided for in 45 CFR 164.524,
- Request to Amend your health record as provided in 45 CFR 164.528,
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528,
- Request communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522, and,
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.



Our Responsibilities

Total Nutrition and Therapeutics P.A. is required to:

- 1. Maintain the privacy of your health information,
- 2. Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- 3. Abide by the terms of this notice,
- 4. Notify you if we are unable to agree to a requested restriction,
- 5. Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative location, and
- 6. Obtain your written authorization to use or disclose your health information for reasons other than those listed above and permitted under law.

Total Nutrition and Therapeutics P.A., reserves the right to change our Privacy Information practices and to make the new provisions effective for all protected health information we maintain. Revised notices will be available to you at this office during business hours, or by mail if requested. We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue to use or disclose your health information after we have received a written revocation of the authorization according to the procedures included in the authorization. Examples of How Total Nutrition and Therapeutics P.A., May Use or Disclose Your Health Information

For Treatment: Total Nutrition and Therapeutics P.A., may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record actions taken by them in the course of your treatment and note how you respond to those actions.

For Payment: Total Nutrition and Therapeutics P.A., may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

For health care operations: For example, Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Appointments: Total Nutrition and Therapeutics P.A., may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

Business associates: Some services provided in our organization are provided through Business Associates. Examples include physician services in the emergency department and radiology, certain laboratory tests, or a copy service we may use when making copies of your health record. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.

Directory: Unless you notify us that you object, we may use your name, if you have been transported to a hospital or other facility, and give your general condition, and religious affiliation for directory purposes. This information may be provided to family members or members of the clergy and, except for religious affiliation, to other people who ask for you by name.

Notification, or Communication with Family Members: Health professionals, using their best judgment, may use, or disclose information to notify or assist in notifying family relatives, personal representatives, close personal friends, or other people you identify; information relevant to that persons' involvement in your care or payment information related to your care.



Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information. Funeral directors: We may disclose health information to funeral directors consistent with applicable law to carry out their duties. Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant

Marketing: We may contact you to provide appointment reminders, information about treatment alternatives or other health- related benefits and services that may be of interest to you.

Fund raising: We may contact you as part of a fund-raising effort.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers Compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public Health: Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Required by Law: Total Nutrition and Therapeutics P.A., may use and disclose information about you as required by law. For example, Total Nutrition and Therapeutics P.A., may disclose information for the following purposes:

for judicial and administrative proceedings pursuant to legal authority; to report information related to victims of abuse, neglect or domestic violence; and to assist law enforcement officials in their law enforcement duties.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

Health and Safety: Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions: Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

For More Information or to Report a Problem, or If you have questions and would like additional information, you may contact our practice's Privacy Official.

Total Nutrition and Therapeutics P.A. 510 CR 466 Suite 104-B Lady Lake, Florida 32159 Phone: 352-259-5190

If you believe your privacy rights have been violated, you can file a complaint with the practice 's Privacy Officer, or with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights —
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F, HHH Building
Washington, D.C. 20201



Acknowledgment of Receipt of this Notice

Total Nutrition and Therapeutics P.A. is concerned about the privacy of our patients health care information. Our intent is to make you aware of the possible uses and disclosures of your protected health information and your privacy rights. The delivery of your health care service will in no way be conditioned upon your signed acknowledgment. If you decline to provide a signed acknowledgment, we will continue to provide your treatment, and will use and disclose your protected health information for treatment, payment, and health care operations when necessary.

I acknowledge that I have received the Notice of Privacy Practices for: Total Nutrition and Therapeutics P.A.

Name of Patient (PRINT)	
Signature of Patient or Authorized Representative	
I acknowledge and agree that Total Nutrition and Th	perapeutics P.A. may: (CHECK ALL THAT APPLY)
Leave a message regarding upcoming appointment Leave a message regarding lab results/medication Leave a message regarding billing questions on my Email receipts, appointment reminders, etc. Receive text message apppointment reminders, etc.	refills on my home answering machine home answering machine
	peutics P.A. may disclose my protected health information ndividuals who are either, my family members, legal ave power of attorney on my behalf:
Print name, relationship, and phone number	
Print name, relationship, and phone number	
Print name, relationship, and phone number	
	ent. I may receive a copy of this consent if I so choose, and I half of the patient to sign this document verifying consent
Date:	
	Please Print Name:
Signature of Patient or Authorized Representative	



PHOTO RELEASE FORM (Strictly For Electronic Medical Software)

PHOTO RELEASE FOR ADULTS:

I, being of legal age, consent that the photograph taken of myself can be used for TNT's electronic medical software for my safety and protection. This photograph release form does not give permission for my photograph to be used for any marketing purposes. It is strictly for TNT office use in preparing my medical chart.

Name of Client (Print)		Date:	
Signature of Client:			
Address:	City:	ST: Zip:	
PHOTO RELEASE FOR MINORS:			
I, being a Parent/Legal Guardian photograph taken of him/her ca safety and protection. This photophotograph to be used for any mereparing his/her medical chart	n be used for TNT's e ograph release form o narketing purposes. It	lectronic medical software for tl loes not give permission for his,	neir
Name of Client (Print)		Date:	
Signature of Parent/Guardian: _			
Address:	City:	ST: Zip:	



AUTHORIZATION FOR MEDICAL CONSULTATION/TREATMENT

I the undersigned patient of this office, hereby authorize the staff of Total Nutrition and Therapeutics to administer such treatments as are responsible and necessary. I also authorize such additional treatments, diagnostics and procedures, which may arise during the course of my treatment, based on the finding of the said treatment.

This authorization applies to any location in which services are rendered, whether they are administered in a clinical setting or other venue. I recognize the limitations of certain venues and hereby agree to follow through with the doctor's recommendation regardless of the location, unless I waive the rights to such procedures or treatment.

I certify that no guarantees or assurance have been made as to the results that may be obtained from any and all treatments and I have been fully informed of the risks associated with the treatment performed by the licensed medical provider. I also acknowledge that I will notify the licensed medical provider promptly (within a period of one week from the time of any incident) if there are any questions, concerns, complication or problems relating to my care.

I also hereby certify that I have read and fully understand the authorization for medical treatment, the reason why the treatment is being performed, its advantages and disadvantages, possible complications, if any, as well as possible alternative modes of treatment, which were explained to me by the staff at Total Nutrition and Therapeutics.

Date



OFFICE FINANCIAL POLICY

- We will collect your payment and fees at the time of service. Payment methods are: cash, check, Mastercard, Discover and Visa or American Express. Metabolic Evaluations and classes are collected prior to scheduling and are non-refundable.
- II. There is a \$25 charge on all returned checks
- III. If you are sent outside of the office for additional testing such as lab work or imaging, that facility will file your insurance for you. If you have questions regarding billing or claim payment, call the facility directly. We do not have information regarding billing from outside of this office.

Patient No-Show / Cancellation Policy

In order for Total Nutrition and Therapeutics to provide you with the best care possible, we ask that you make every effort to keep your scheduled appointments and arrive in a timely manner.

IMPORTANT: There is a \$150.00 NO SHOW fee for ALL initial office visits if cancellation is not made at least 24 hours prior to your appointment. There is a no show fee of \$90.00 for subsequent office visits if cancellation is not made at least 24 business hours prior to your appointment regardless of the provider you are scheduled with or the program you are enrolled in.

Due to the demand of TNT's programs, all appointment times are often filled several weeks in advance with no openings for those desiring earlier appointments. Cancellation made at least 24 business hours in advance allows us to accommodate others. We do realize that on rare occasion emergencies may arise and we will address these situations with you at that time. We thank you in advance for your cooperation and for working with us to ensure services are provided to you in the best possible way.

Signature of Patient or Legal Guardian:	
Patient' s Name:	Date:
Print Name of Patient or Legal Guardian	



FINANCIAL RESPONSIBILITY AGREEMENT

	I,
	Signature of Patient or Legal Guardian:
	Patient 's Name: Date:
	Print Name of Patient or Legal Guardian
	METABOLIC EVALUATION FINANCIAL AGREEMENT
	Please be advised that <i>all FEES</i> for obtaining Metabolic Evaluation Paperwork are NON-REFUNDABLE. By signing this waiver you agree to the fees for the above mentioned and fully understand that they are non-refundable. If you have any concerns or questions please do not hestitate to ask before signing.
Pı	rint name of Patient or Legal Guardian:
	Signature of Patient or Legal Guardian:
	Patient 's Name: Date:
	809 Hwy 466 Unit 202-C. Lady Lake, FL 32159, 352-259-5190



It is important for us to hear how you found us, please take a minute and let us know how you found out about us.

Phone Book:
□Villages Phone Book
□Embarq Yellow Pages
□Embarq Business Pages
Lake, Sumter, or Marion Yellow Pages
Lake, Sometr, or Marion Tellow Lages
Namena
Newspaper:
□Which one:
Television:
☐ HomeTown Health ☐ Public Television
Family Doctor:
Doctor's name:
Magazine:
☐ Lake Sumter Style
□Focus Style
☐Style Magazine
Other:
•
Seminar:
☐Which:
Fam <u>ily</u> or Friend:
□Name:
May we thank them for referring you? \square Yes \square No
Other:



Supplementation Policy

Excerpt from: FDA NEWS RELEASE November 2015

'The U.S. Food and Drug Administration, in partnership with other government agencies, today announced the results of a yearlong sweep of dietary supplements to identify potentially unsafe or tainted supplements. The sweep resulted in civil injunctions and criminal actions against **117 various manufacturers** and/or distributors of dietary supplements and tainted products falsely marketed as dietary supplements.'

Dear Client.

Total Nutrition and Therapeutics takes pride in the knowledge that our Clinic has spent countless hours researching the supplements we carry and suggest to our clients.

Our supplementation protocol is designed to 'fill in the gaps'. If we find that a client is deficient in certain areas we make recommendations on specific supplements that can help with these deficiencies.

However, before we decide to carry any supplement, extensive research is conducted. Three major issues we look at are as follows:

- 1. Is the supplement safe to take?—contamination and toxicity
- 2. How does the supplement get absorbed?—disintegration; dissolution; strength; purity; expiration date
- 3. Is the company/manufacturer science based?—what is the research and science behind their product

Therefore, for the reasons stated above, each time we make a recommendation on a particular supplement we are secure in the integrity of the supplement.

This same integrity can not be established on supplements that we do not carry and have not researched. Our clients are free to do their own research on other supplements but please note, TNT can not and will not guarantee the purity of that product. Furthermore, TNT does not have the time or resources to research other supplements brought in by clients. In addition, we can not guarantee that you will have the same health outcomes with another supplement as you will with ours.

I have read and understand the Supplementation Policy established by Total Nutrition and Therapeutics.			
Printed Name of Client	Date	Signature of Client	Date