

CHIROPRACTIC OFFICE FORM ORDERS

Lawrence Nordhoff, DC, 4133 Mohr Ave, Ste F, Pleasanton, CA 94566
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Check Box	Orders by Fax, Mail, Seminar, or Telephone Only.	COST
	Chiropractic Office Forms CD or USB (Purchaser must have IBM compatible computer with Microsoft Word 2003 and Windows XP or newer operating system-software. Non-Seminar Attendee Price is \$150.00.	\$150.00
	Seminar Attendee Cost is \$99.00. In order to get this Discount, Please Provide the Seminar Location and Date Taken:	\$99.00
	Update for prior Office Form purchasers is \$75.00	\$75.00
SUBTOTAL		\$
SHIPPING (Add \$6.00 Shipping Cost)		\$
TOTAL		\$

ORDERING OFFICE FORMS. Print this page first, then complete the form with your information (please print clearly or type) and fax/mail the form to Dr Nordhoff with payment. Items can be purchased with Visa or Mastercard or by mailing check with order form. **Make checks payable to: Dr Lawrence Nordhoff.**

Shipping takes up to 1-2 weeks for delivery in most cases. Items are shipped to address given on Visa/Mastercard billing address or to preferred address if indicated. A \$6.00 shipping cost is charged.

Shipping Costs apply to the 48 contiguous States. If orders outside these states or are made outside of the U.S., contact Dr Nordhoff directly for additional shipping fees. If desiring faster shipping, call for price quotes.

ORDER INFORMATION (Please Type or Print Clearly)

Payment Method:	Dr Nordhoff accepts Mastercard/Visa. No other charge cards accepted. If payment made by check, please make it payable to Lawrence Nordhoff, DC.		
Name on Card or Check:			
Billing Address/City/Zip: (Where Visa/MC bills sent)			
Visa/Mastercard No:	No:	Exp Date:	
V-Code Number:	No:	Last numbers on back after card number	
Shipping Address (If different than address above):			
Zip Code:	Zip code (where Visa/MC card billing statement is sent):		
Contact Number:	Telephone No:	Email:	
Signature/Date:	Signature:	Date:	

In order to process any Visa/Mastercard payments, Dr Nordhoff needs to have the billing address and zip code where your Visa/MC billing statements are sent as well as the V-Code.

Dr Nordhoff provides these office forms as a service to the chiropractic office. The Chiropractor and his/her staff is encouraged to call or email Dr Nordhoff for any questions as to how to integrate these forms into the practice. Reading the "HelpForm" file on the CD-USB drive will answer many questions. The purchasing office is entitled up to 3 to 4 telephone consults with Dr Nordhoff relating to these office forms for one year following the purchase date.

COPYING OFFICE FORM FILES FROM CD OR USB INTO EXISTING MICROSOFT WORD PROGRAM (IBM COMPATIBLE) IN YOUR HARD DRIVE

****NOTE:** Trying to copy these files by any other means may create margin/tab, page and font errors.

Do not attempt to install these files under the “Run” option or the “Control Panel” option for “Add/Remove” programs. See “HelpForm” file on CD or USB in how to copy these files.

You must already have Microsoft Word (IBM compatible) program installed in a Windows (Office 2003 or newer version) on your computer for these medical forms to copy properly in your hard drive. These files may not work in MacIntosh-Apple computers. Once your computer (Windows XP/Vista) boots up fully, insert the CD into your “Compact Disk” [D:] Drive. If your computer is set up to automatically detect this CD in your computer follow option A instructions. If your computer does not automatically detect the CD, then use option B copying process. Dr Nordhoff is updating the forms from a CD to USB sometime in 2012.

OPTION A. AUTOMATIC CD DETECTION FOR FILE COPYING. If your computer is set on Auto Run when you put a CD in your ‘D’ drive, your computer will automatically detect that you have inserted a CD into the [D:] drive of your computer. After the computer reads this CD, you will see the office forms files that are on the CD listed on your computer screen. Simply click on the “Edit” menu with the left mouse button. Next click on **“Select All.”** All of the office form files on the CD will become highlighted on your screen. Then click on “Edit” again and then click on **“Copy.”** The computer will ask you where you want the office form files on the CD copied on your computer’s [C:] drive. Click on **“My Documents”** and follow the computer prompts to indicate that it is “ok” to copy or paste these office form files to My Documents. Only copy files onto “My Documents.” You also have to option to put all of these files into a separate folder.

OPTION B. MANUAL CD FILE COPYING INSTRUCTIONS. If your computer does not have the automatic run-detection feature turned on in your computer to detect when you insert a CD into the ‘D’ drive, you will have to tell the computer how and where to copy these form files into your existing Microsoft Word program. First, click the left button on your mouse on the **“Start”** on the bottom left of your computer screen. Next click on **“Programs.”** *Don’t click on “Run.”* Next locate and double click on **“Windows Explorer.”** Your “Windows Explorer” may not be seen at first on your screen and may be listed under “Accessories” and if so you need to click on **“Accessories”** and then click on **“Windows Explorer.”** If you have the “Windows Explorer” ICON on your desktop simply double click it with left mouse button. Once your “Windows Explorer” is open look at the top of your screen you will see a directory. Look for and click on **“My Computer.”** Then look for the heading of **“Devices with Removable Storage.”** Double click (left button) on your **“Disk Drive i.e. [D:]”** (**Look how your computer is configured for your CD drive location as some computers have ‘E’ drives**). You should now see a list of **“Files Currently on your ‘D’ Drive** on the right side of your screen. If Dr Nordhoff provided you additional files such as MCVI Seminar notes or on facet and disc you can copy these files onto your computer as well by pressing and holding the “Ctrl” button on your keyboard and clicking the left side of your mouse on each file which should become highlighted. Then release the “Ctrl” button. To copy the selected files you need to go the pull down menu at the top of your screen and click on **“Edit”** and then click **“Copy”** next. Before proceeding, look at the top of the screen for the **“Address”** line and you will see your “D” drive listed. You need to tell your computer that you want copy these files to your hard disc in your computer. You do this by looking to the right of the “Address” for a down arrow and click on the down arrow. You will then need to Click on **“My Documents.”** Your screen will now indicate that you are copying these files to your “My Documents” location in your computer which is your ‘C’ drive. You then need to go to the top of your screen and click on **“Edit”** and then click on **“Paste.”** You should then see your screen change showing the various files being copied onto your computer. You can exit the Windows Explorer feature by clicking on **“x”** at the top right of the computer monitor screen or by clicking on “File” then “Close.” To verify that all of the files have copied, get into your “Microsoft Word” program and open the files. You should see “Office 2010 Forms” and any additional files (if provided) that you have copied. Be certain to open at least 1-2 files. If you see “READ ONLY” at the top of the screen, you need to instruct your computer to change these files so you can make changes to the files. See next page of instructions to do this.

USB. If you receive a USB jump drive, simply place it in the USB port on your computer with the copper strips facing upward if placed vertically. All files come within a single folder. It is best to copy the files as a folder to your “Desktop” or as a folder in “My Documents.” Follow the typical method that you use to copy files from a jump drive into your computer.

See “HelpForm” File on CD for further instructions

LIST OF NORDHOFF CHIROPRACTIC OFFICE FORMS

FORM #	DESCRIPTION	FORM #	DESCRIPTION
	"FORM 2000A"		"FORM 2000D"
1000	Patient Introduction Form (Cash-Ins cases)		Sample IME worksheet
1010	General Health History (2 pages)		Sample PI Report
1020	Headache-Migraine Questionnaire		Appointment Calendar (15 Min)
1030	Symptom Questionnaire (Neck-Mid Back)		
1040	Symptom Questionnaire (Low back-Leg)		
1050	Post-traumatic Symptom Questionnaire		"MEDICARE FORMS"
1060	Head Injury Questionnaire		Sign-in Form
1070	Concussion Questionnaire		ADL-Functional Capacity Form
1080	Symptom Intensity & Frequency Form		Medicare subluxation documentation form
1090	Before & After Injury Comparison Form		Medicare progress notes
1100	Pain Intensity NAS Scale (0-10) Not colored		Treatment Plan
1200	Proof of Service by Mail		
1450	History Forms		
			MISCELLANEOUS FILES
	PROGRESS AND SOAP NOTES		Informed Consent
1500	Front of Travel Card		ICD Codes 2011
1501	Back of Travel Card-Report of findings		Headache Calendar
1510	SOAP Notes (complex case)		Sign-In Form for Patient
1530	Progress Notes		Color Pain NAS Scale (print on color printer)
			Check Ledger for office
			Spanish Forms (28 pages)
	"FORM 2000B"		Radiology Forms
2000	Emergency Room and Disability dates		Pain and Disability Graph
2100	List of All Providers Seen (3 pages)		
2200	Patient Home Instructions		
2210	Post Injury Instructions		
2220	Headache Instruction Form		
2230	Head Injury Home Instruction Form		PERSONAL INJURY FORMS
2240	Disc Protrusion and Spinal Stenosis	4000	Personal Injury Introduction Form
2250	Collar Bone Instruction Form	4010	Motor Vehicle Crash Form (3 pages)
2300	Risk Factors for Nontraumatic Back Pain	4100	Motorcycle Injury Form (2 pages)
2400	Prescription for Gym Exercise Trainer	4110	Bicycle Injury Form (2 pages)
2410	Prescription for Massage Therapy	4120	Pedestrian Injury Form (2 pages)
2420	Prescription for Physical Therapy	4130	Slip-and-Fall Injury Form
2500	Disability Form (General)	4200	Doctor's Lien DC/MD (1 & 2 pages)
2510	Return to Work Form	4210	Lien Reduction Letter to Attorney
2520	Return to Work After Head Injury	4300	Notice of PI Case Closure to Insurance Co
2600	Functional Capacity Questionnaire (2 pages)	4310	Notice of PI Case Closure to Attorney
2700	Activity Questionnaire	4400	PI Physician Progress Report (2 pages)
2800	School Activity Exemption-Sports	4450	Motor Vehicle Collision Injury Report
2801	Return to School Activity	4500	Notice of New Injury to Insurance Co
		4600	Fee Structure for Deposition/Trial Testimony
		4610	Case Worksheet for Deposition/Trial
	"FORM 2000C"	4620	DC-Attorney Agreement for Deposition
3100	Patient Instruction for Insurance Payment		
3110	Factors that have Complicated Recovery		WORKERS' COMPENSATION FORMS
3120	Patient Update Form	5000	Workers' Compensation Introduction Form
3200	Physician Request for Testing	5100	Employment Information-general
3210	Physician Request for Supplies	5150	Job Description Information
3230	Physician Referral (work comp)		
3240	Consultation-Referral Form		HIPAA FORMS
3242	Sports-Recreational-Home Injury		Release of Protected Health Information Form
3310	Bill for Reports/Copying		Request for Medical Records
3320	Pre-Payment Request for Reports/Copying		Employee Training-Business Associates
3500	Examination Forms		
3600	History Forms		

HELP SECTION

Welcome, this help section is designed to aid the doctor and/or his/her staff with the most common issues facing the practice and how to set up your office forms. The doctor and/or staff can call Dr Nordhoff after purchase and ask any questions about forms for their practice at no additional charge for 1-year after purchase. The table of contents will help identify the page where the information is located. To get to the page indicated, use the scroll feature or the page up or page down button on your keyboard to move to the page desired.

ELIMINATING READ-ONLY FILE PROBLEMS: When you first open a file that has been copied onto your computer or while making form modifications you observe on the top of your screen that the file is notes as being a “Read-Only” file, you need to get back into “**Windows Explorer**” and click your left button on your mouse on the specific file or folder. If you have Windows XP you will find Windows Explorer under “Accessories.” Click on the “**Edit**” menu on the top of your screen and then click on “**Select All**” and all of the files within the folder you clicked on should be highlighted. Next, click on the “**File**” menu on the top of your screen and then click on “**Properties**” then look at the bottom under Attributes. **If the “Read-only” box is not checked then simply exit Windows Explorer and you do not need to make any changes. However, if the “Read-only box is checked you need to click the left button on your mouse directly over the check mark and it will disappear. Then click on “Ok” and then exit out of Windows Explorer. If the Read-only box is checked you will not be able to make file changes.**

SECTION I. COPYRIGHT AGREEMENT, DISCLAIMER, AND RETURN POLICY

Dr Lawrence Nordhoff’s office forms have been created as files in Microsoft Word “Office 2000” for IBM compatible computers (see computer/printer requirements) and are copyright protected. The user (purchaser) of Dr Nordhoff’s office forms will indemnify, hold harmless, and defend Dr Lawrence Nordhoff, from resellers, and Microsoft Corporation against lawsuits, claims, costs associated with defense or accusation that may result from the use of these Microsoft Word files. Dr Nordhoff is not responsible for any damages, whatsoever, including loss of computer information, interruption of business, personal injury and/or damage or consequential damage without limitation, incurred before, during, or after the copying and/or use of these files. Dr Nordhoff’s entire liability, without exception, is limited to the doctor’s reimbursement of the purchase price in exchange for the return of the form CD-ROM or USB, and inserts. The user is solely responsible to modify these forms to comply with any current or new state or Federal laws.

The sale or distribution of this CD-ROM, USB drive, copies of this CD/USB, copies sent via the internet, or paper copies of forms generated from material on the CD-USB to persons or businesses outside the user’s facility, contained in this CD/USB, is strictly forbidden without the express consent from Dr Nordhoff.

DISCLAIMER: Dr Nordhoff does not guarantee that the HIPAA forms, intake forms, employee forms, workers’ compensation, personal injury, health insurance, Medicare, and other forms have met all Federal and State Laws. The purchaser is advised to go to the internet and/or consult with legal counsel or state association professionals for current standards, including any updates. Standards and laws change and the doctor is advised to keep up on current laws and standards of care. See the HIPAA file for web sites that can assist the doctor. These are basic forms. Go onto your state board of Chiropractic Examiners website and make certain all issues are covered in your forms.

Dr Nordhoff disclaims responsibility for any liability attributable to end users use of these forms. Dr Nordhoff will not be liable for any claims attributable for any errors, omissions, or other inaccuracies in the information or material contained on the CD-USB or form package. Medicare and health insurance medical record standards and requirements occasionally change and medicare as well as health insurance audits may differ in varying states.

Note: Although prepared for chiropractors and other health care providers, these forms are designed and sold with the understanding that Dr Lawrence Nordhoff is not engaged in rendering or providing legal service for any specific situation, medical condition, or patient, including knowledge of all state and Federal laws. Employee application forms, HIPAA forms, and workers’ compensation laws vary between states and are changed periodically and the doctor needs to comply with all Federal and state laws.

Be certain to review these forms before using them and keep up with future laws. If questions arise, please consult with an attorney or Dr Nordhoff. The HIPAA forms are designed to help the smaller office and the doctor should purchase a manual in how to further understand new laws pertaining to protecting health information from patients. The HIPAA forms do not substitute for having your staff properly trained.

If the purchasing physician, chiropractor, corporation, or individual decides to engage in lawsuit activities against Dr Nordhoff, for whatever reason, relating to these forms, he/she agrees to litigate the case in the Courts in the State of California and the venue in Alameda County.

RETURN POLICY

If the doctor is not happy with the form content or design for any reason he/she simply needs to return the entire package of forms back to Dr Nordhoff within the 60 day time slot from purchase date. Dr Nordhoff will issue a check for full refund when a) all original hard copies and b) the CD/USB are returned, and c) the binder with inserts are returned within 60 days of the purchase date. If the CD will not copy properly for any reason or due to damage during shipping, contact my office via fax and a new disk/CD/USB will be sent to you. Lawrence Nordhoff, DC, at 4133 Mohr Ave, Ste F, Pleasanton, CA 94566-4750. Once in receipt of the refund request, Dr Nordhoff will issue a check for the full refund within 30 days after receiving: a) the original CD/USB and b) the binder with inserts

If the CD/USB will not load properly for any reason or due to damage during shipping, contact my office via fax and a new CD/USB will be sent to you. Lawrence Nordhoff, DC, at 4133 Mohr Ave, Ste F, Pleasanton, CA 94566-4750. If the doctor and/or the doctor's staff have questions about the form installation they can call Dr Nordhoff at 925-484-2167 at no additional fee. Email questions to DrNordhoff@comcast.net

SECTION 2. OFFICE USE AND MODIFYING COMPUTER FORMS

The user (doctors and staff) within the same facility have permission to modify and photocopy any of the form originals in the office or to send the originals to copy centers for reproduction. If any copy center demands an authorization letter from Dr Nordhoff please call (925) 484-2167 or fax request to (925) 484-8443. Be certain to include the fax number with the business name of person needing the permission letter. The purchasing doctor (user) is encouraged to personalize the computer forms and has permission to adapt and modify any of the forms to their own personal preferences as long as the modified forms are not for resale, marketing, or for distribution for any reason to other chiropractors or their staff. If the doctor receives subpoena for copies of medical records, the copyright does not apply and the doctor must comply with the legal request for records. If the doctor receives request (with patient authorization properly completed) for copy of existing file on a patient from another doctor then the doctor needs to comply. Make certain to be HIPAA compliant with any Protected Health Information.

SECTION 3. HOW TO UPGRADE PREVIOUSLY PURCHASED OFFICE FORMS?

Contact Dr Nordhoff to upgrade hard copies to computer version or if your computer version is old at 925-484-2167. A discount is offered to doctors who have purchased a previous version.

SECTION 4. COMPUTER, SOFTWARE, AND PRINTER REQUIREMENTS

These office forms have been created as files solely for the purpose of working with the Doctor's existing Microsoft Word software (only IBM Compatible computers) and are designed to function in "Office 2003" and/or newer versions of Microsoft Word in a Windows 2000 and/or newer Windows environments. **These files will not work in Microsoft Works, Word Perfect programs. There is no guarantee that these files will work in Mac-based computer programs such as MS Word.** You must have the full version of Microsoft Word already installed on your computer before copying the files on the CD that you purchased into your computer. **Basic Requirements:** a higher speed IBM compatible computer with 128 Mb or more of RAM, at least 100 Mb of free hard disc space, a CD-ROM drive, an USB drive port, a minimum of 800 x 600-256 color VGA monitor, and a windows compatible pointing device. Do not combine any of files into larger files. Large files (over 40 pages) may cause your system to freeze or work abnormally slow.

Some users may have difficulty copying files in Microsoft Word 2007 into earlier versions of Microsoft Word. However, if you have the 2003 version these 2007 forms may be saved in earlier version. The doctor can attempt to save these files in earlier versions however no guarantee is given. Dr Nordhoff does not guarantee that this version will work in any older MS Word 1997 version. However, try it and if no problems occur, you are set. You can to under "Tools" menu and click on "Options" and then click on "Compatibility" and check the "Office 97 feature and see how this works to improve performance. Office XP or newer versions are preferred versions.

PRINTER REQUIREMENTS FOR PRINTING FORMS:

The user needs a newer inkjet or LaserJet printer that prints at 600 dpi or better to take advantage of these forms. Older, 300 dpi printers or inkjet printers will not look as clear as newer printers and some older printers will not print the one-half inch forms. Your printer must be able to print ½ inch margins. Dot matrix printers will not print clear forms and will not print the margins properly. You may need to upgrade your printer if it will not print ½ inch margins. If you have a color printer, you can change the colors if so desired.

SEE "HELPPFORM" FILE ON CD FOR FURTHER INSTRUCTIONS.

You or your staff needs to read the "Help file" on the CD-USB before making any changes in the files. This file explains how to locate forms, how to set up files, and how to fix problems.

At this point you need to get into your "Microsoft Word" program and click on "File" and then click "Open." You should see "Form2000A, Form2000B, Form2000C and Form2000D and other files listed above in the folder. Open the first file by clicking on "Form2000A." To make certain your files are in proper alignment click on the "View" pull down menu and click on "Page Layout or Print Layout." You can then use your "Back Space," "Space," or "Enter" Keys to properly align the first 2-3 pages. When satisfied, click on "View" again and then click on "Normal" to return to the previous setting. Before printing, look at the each file using the same procedure as Form2000A. Occasionally a tab key or backspace key may be needed to properly fit the page or sentence on the computer to the hard copy. Always compare the hard copy to the computer screen. Be certain to open all files and make sure the files work properly.

SECTION 5. PROBLEMS NOTED IN COMPUTER MICROSOFT WORD FILES

If you observe any windings or weird writing when you first open a file then there is a possible corruption problem with the CD-USB. Go under "Windows Explorer" and "Delete" all form files to "Recycle Bin." The CD-USB may have been contaminated during shipping. These problems are usually due to exposure to magnetic fields during shipping. Fax a note indicating the problem and the date you purchased the forms to Dr Nordhoff at (925) 484-8443 and a new CD-USB will be sent to you.

Margin Errors or Page Line-up Problems. If the pages do not line up in your file you need to check on the margin settings for the file. Click on "**File**" and then click on "**Page Setup.**" The Margins should be set at 0.5 inches on top, 0.5 inches on the left side, 0.5 inches on the right side, and 0.6 inches on the bottom. Click your mouse next to the scroll bar until the inch settings are correct. If the margins are set correctly or after you make changes, look to see if the pages line up. Using the "Enter" or "Backspace" key will usually correct the positioning of the pages.

If you have an older printer that will not print one-half margins, you will need to upgrade your printer.

If your printer will not print to full-size or the dimensions look strange, there could be some compatibility problems between Microsoft Word versions. The files on the CD-USB are created and saved in "Microsoft Word." If you have "Office 97" you need to go under the "**Tools**" menu and click on "**Options.**" Click on top menu "**Compatibility**" and you will see options appearing. Look to see if "Office 2000" is checked. If not, click the "Office 97" and click on "**Ok.**" Do this in any file that you have problems. Do not click on default option. If you have Office XP, you can go under "Tools," "Options," and then on "Compatibility" and then click on "Office 2000," as these files were generated in the Office 2000 format.

Try to print again. If there are continuing problems, contact Dr Nordhoff.