

Collection #18

Name and Location of Repository:

Northwestern Health Sciences University, Greenawalt Library. 2501 West 84th Street, Bloomington, MN 55431. 952-885-5419. library@nwhealth.edu

Title: NWHSU Collection of Chiropractic Office Forms

Dates: Unknown (late 20th or early 21st century, no later than 2015)

Extent: 1 small document case

Name of Collector(s): Unknown

Administrative History: Unknown

Scope and Content: This collection is comprised of forms used in chiropractic offices or for chiropractic services. All forms were donated to the NWHSU archives and come from various donors. In most cases, no dates or office names and locations are shown.

Conditions Governing Access: None

Physical Access: Materials are housed in archival storage and may require advance notice for access. Older materials have sustained some damage and should be used with caution.

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Preferred citation format: [Title and date of item]. NWHSU Collection of Chiropractic Office Forms, University Archives, Greenawalt Library, Northwestern Health Sciences University, Bloomington, MN.

Languages and Scripts of Material: English

Other Finding Aids: An older version of this finding aid is available upon request from the archivist. No other inventories or finding aids exist.

Custodial History: Unknown

Immediate Source of Acquisition: Unknown

Appraisal, Destruction, and Scheduling Information: Collection was surveyed October 2017; no materials were de-accessioned at that time. Collection will be reappraised in the 2021-2022 academic year.

Accruals: None expected

Existence and Location of Copies: Copies are likely to exist, as these are standard forms, the origins of which are unknown

Related Archival Materials: The library and archives hold many books on running a chiropractic office.

Publication Note: None known

Notes

Former library technician Corinne Florin processed, arranged, and described the collection in August 2015. Current archivist Monica Howell surveyed and reappraised the collection, and updated its arrangement and description in April 2018.

System of Arrangement: Materials are arranged in folders by topic, and folders are arranged in alphabetical order. See folder titles for more descriptive information.

Box 1

- Folder 1:* Accident reports
- Folder 2:* Case history
- Folder 3:* Chart of nerve system
- Folder 4:* Clinical record
- Folder 5:* Cranial examination
- Folder 6:* Examination forms
- Folder 7:* Health insurance claim form
- Folder 8:* Health reports
- Folder 9:* Meridian alarm points
- Folder 10:* Miscellaneous examination forms
- Folder 11:* Myological (*sic*) system
- Folder 12:* Nerve control of vital organs
- Folder 13:* Office visit forms
- Folder 14:* Patient letters
- Folder 15:* Personal chiropractic report
- Folder 16:* Recommendations
- Folder 17:* Spinal checkup and scoliosis screening
- Folder 18:* TRC
- Folder 19:* Welcome forms
- Folder 20:* Wrist and hand biomechanical therapeutic maneuvers

Finding Aid Description Information

Sources used: Previous edition of finding aid, collection materials

Prepared by: Monica R. Howell, serials librarian and archivist

Created: April 1, 2018; last updated June 22, 2018

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