

# Welcome to our office!

**You must read and complete the following information BEFORE your appointment.**

**Please bring all the requested items to your appointment.**

If you do not, we will not be able to complete your exam, and you will not understand many aspects of your exam and most of your charges. Also, we will not be able to bill your insurance for exam, eyeglasses and/or contact lenses.

We understand that most patients do not enjoy completing paperwork. But with governmental, insurance and legal issues that govern medical care today, it is a must. We cannot examine you without accurate and up-to-date information.

## **Necessary to complete BEFORE YOU ARRIVE FOR YOUR APPOINTMENT**

1. **PATIENT INFORMATION** form
2. **FINANCIAL POLICIES** form
3. **FAMILY MEMBERS and CONTACT LENS INFORMATION** form
4. **REVIEW OF MEDICAL SYSTEMS** form
5. **HIPPA MEDICAL INFORMATION RELEASE** form
6. **HIPPA ACKNOWLEDGEMENT OF NOTICE OF PRIVACY PRACTICES** form

## **You may wish to review BEFORE YOU ARRIVE FOR YOUR APPOINTMENT**

1. **REFRACTION EXPLANATION**
2. **OPTOS EXPLANATION**
3. **HIPPA NOTICE OF PRIVACY PRACTICES**

## **Bring with you TO YOUR APPOINTMENT**

1. **ALL CURRENT EYEWEAR** [ primary glasses, sunglasses, backup glasses, reading glasses, computer glasses, safety glasses, sports glasses or any other glasses].
2. **ALL CONTACT LENSES** [including the boxes (even old, non-worn lenses)].
3. **ALL MEDICATIONS** [ including any over-the-counter meds, vitamins and supplements. A list will be OK, but must include the medication name, strength, frequency of use and prescribing doctor].
4. **INSURANCE CARDS** [Medicare, Medicaid, Tricare, and/or commercial insurance (i.e. Blue Cross) for both primary and secondary medical plans – AND any vision plan cards you have been issued].
5. **METHOD OF PAYMENT** for copays and deductibles, eyewear or contact lenses. You cannot be seen without a means to pay unless you've made prior arrangements with the office manager.