ABSOLUTE VISION CARE

# Welcome to Absolute Vision Care

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| Patient's Name | Policyholder's Name |
| Patient's E-Mail | Relationship to Patient |
| Patient's Home No. | Policyholder's Birth Date |
| Patient's Work No. | Policyholder's SSN |
| Patient's Cell No. | Policyholder's Employer |
| Patient's Birth Date | Policyholder's Work Phone |
| Responsible Party's Phone | Person Responsible for Payment |
| Responsible Party's Address | |

## Absolute Vision Care Practice Policies

**In order to serve your needs better, we ask that you read our policies and sign below**

1. We request a 24-hour cancellation notice. There is a $40.00 fee if you do not keep, cancel, or reschedule one business day prior to the appointment
2. We request that you do your best to make it on time for your appointment.
3. All minors under the age of 18 must be accompanied by an adult or guardian.
4. We attempt to make courtesy phones calls and emails to remind you of your appointment.
5. We request that all patients bring their current medical and/or vision insurance cards at the time of your appointment.
6. Patients are responsible for verifying insurance coverage and making sure we are a network provider.
7. If we are not a preferred provider of your insurance company, payment is due at the time of service and we will give you a detailed fee sheet to send to your insurance company. All co-pays are due at the time of service. We have a list of participating insurances available in each office.
8. All insurance plans must be presented on the day of service. We are not responsible for submitting claims to your insurance company if evidence of insurance is presented after the examination or after materials are ordered. **Your insurance may apply today's visit toward your deductible or out-of-pocket costs; you are responsible for those assigned fees.**
9. Patients must bring their current glasses and/or contacts to their vision examination. New patients must bring any contact lens packaging.
10. All patients must bring/know a list of medication currently prescribed as this could impact your vision examination and/or treatment.
11. All returned checks will be charged a $25.00 administrative fee and your account will be placed on a cash only basis.
12. If a personal balance goes past 90 days with no correspondence by you, we will assume you do not intend to pay your bill. Patients will be liable for collection costs and reasonable attorney fees. Future appointments will not be scheduled until the balance is paid in full or a payment plan has been set up.

Please understand we participate with many vision and medical plans (including Medicare), but their rules change often, and each company has numerous plans, so please keep up to date with changes in your plans, so that we can better serve you and your family. ***I have read and understand the above practice policies and understand that there is a fee for missed appointments if we are not given a one-business day notice.***

Signature | Relationship to Patient | Patient Name (please print) | Date

## Assignment and Release

I, the undersigned, certify that I (or for my dependent) have insurance coverage with the insurance companies on record. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the doctor to release all information necessary to secure payment of benefits. ***I authorize the use of this signature on all insurance submissions.***

Responsible Party Signature | Relationship | Date

## Acknowledgement of Receipt

In the course of providing service to you, we create, receive and store health information that identifies you. It is often necessary to use and disclose this health information in order to treat you, to obtain payment for our services and to conduct healthcare operations involving our office. The Notice of Privacy Practices you have been given describes these uses and disclosures in detail.

***I acknowledge that I have received the Notice of Privacy Practices from Absolute Vision Care.***

Responsible Party Signature | Relationship | Date