



Welcome To Our Office

Name: _____

Today's Date: _____

Please list—changes in demographic or insurance information:

Please list—current medications and medical history updates:

DIAGNOSTIC ISSUES

Please list—what reason brings you in to the office today:

Please list—any complaints about wearing glasses and/or contacts:

Are you interested in getting new glasses today?

☐ No ☐ Yes

Do you wear contact lenses?

☐ No ☐ Yes

Would you like a renewed contact lens prescription today?

☐ No ☐ Yes

Do you have a pair of prescription glasses specifically for computer use?

☐ No ☐ Yes

How many hours, per day, do you work on a computer?

_____ Hours

How many hours, per week, do you spend outdoors?

_____ Hours

DO YOU EXPERIENCE...

Blurred vision?

☐ No ☐ Yes

Dryness?

☐ No ☐ Yes

Problems with glare or reflection?

☐ No ☐ Yes

Sensitivity to sunlight?

☐ No ☐ Yes

Floaters and/or flashes of light?

☐ No ☐ Yes

Migraine headaches?

☐ No ☐ Yes

How many migraine headaches, per month, do you have?

_____ Migraine headaches



Information Sharing Permissions

HIPAA— Notice of Privacy Practice

HIPAA is a federal law developed to provide a standard for the protection of your health information. The purpose of the Notice of Privacy Practice is to explain how Vision Source InSight Eyecare may use or disclose your health care information. The notice also explains the rights that you are guaranteed under HIPAA Privacy Rule to distribute this notice to you and obtain acknowledgement that you have received the notice.

Vision Source InSight Eyecare has always taken great care to protect the integrity and confidentiality of your health care information; we are now required by the HIPAA Privacy Rule to distribute this notice to you and obtain acknowledgement that you have received the notice.

Signing below indicates that you have received the Notice of Privacy Practice. If you have any questions, please contact our HIPAA Compliance Officer listed: *Dr. Rachael Sweeney, Compliance Office*.

I hereby acknowledge that I have received a copy of the Vision Source InSight Eyecare Notice of Privacy Practice.

Name: _____

Date of Birth: ____ / ____ / ____

Signature: _____

Today's Date: ____ / ____ / ____

Permission to Share Medical Information

My medical information may be obtained and exchanged verbally to:

Name: _____

Relationship: _____

Permission to Bill Your Insurance

Be aware that your insurance is a contract between you and your insurance company. We will submit a claim to your insurance company; however, if your insurance company has not paid us within 45 days, the balance is your responsibility. After three statements, your account may be sent to an outside collection agency.

I have read, understand, and agree to the information sharing permissions policies stated above.

Signature: _____



Annual Retinal Evaluation

We pride ourselves on providing our patients with the best possible care. **An annual comprehensive eye exam requires that a doctor conducts a retinal evaluation every year, to screen for threatening diseases, such as diabetes, glaucoma, certain types of cancer, retinal tears, and cardiovascular disease.** There are two ways that our providers can check the health of the retina: The iWellness Retinal Exam or dilation.

The iWellness Retinal Exam includes two scans that capture holistic imaging of the back of the eye. One is a wide field photo of the back of the eye. The second scans the different layers of the retina and ensures there are no abnormalities between each layer. **Scanning and photo documentation allows our providers to monitor and compare progression year to year.** These scans allow for earlier detection of disease than dilation alone; however, dilation may still be medically indicated under certain circumstances.

In addition to the two scans, we will also assess your carotenoid levels. Carotenoids, special nutrients found only in the diet, are essential for eye and body health. The carotenoid scanner takes a 30-second scan of your hand to measure the carotenoid levels in your skin with a safe blue laser. The Skin Carotenoid Score is strongly linked to the amount of macular pigment found in your eyes. Macular pigment is essential for clear vision and protection of the macula from Age-Related Macular Degeneration (AMD)—the most common cause of vision loss in older adults. **The iWellness Retinal Exam is \$65 out-of-pocket.**

Dilation includes a series of eye drops administered to enlarge the pupil and allow the doctor to evaluate the retina in the back of the eye. The dilation process takes approximately 20-30 minutes for the drops to take effect. The dilation drops have side effects, including blurred vision for 6-8 hours and light sensitivity. **Dilation is included in an annual exam and has no additional out-of-pocket expense.**

Our providers recommend the iWellness Retinal Exam be completed on an annual basis.

Please select ONE of the following options, as a selection is REQUIRED at each annual exam:

- ☐ I would like to do the iWellness Retinal Exam, for an additional \$65.
- ☐ I would prefer pupil dilation; I am aware that my vision will be blurry, and that my eyes will be light sensitive, for the next 6-8 hours.

I have read, understand, and agree to the annual retinal evaluation policies stated above.

Signature: _____ Today's Date: _____ / _____ / _____



Contact Lens Evaluation Fee

At Vision Source Insight Eyecare, we carry the latest in contact lens technology, and specialize in complex contact lenses. This includes:

- Astigmatism-correction (toric) contact lenses
- Multifocal contact lenses
- Corneal disease (i.e., keratoconus) contact lenses

We are dedicated to your health and an enjoyable contact lens experience; that is why we have the contact lens guarantee program. If you are not happy with your contact lenses, we will buy back any unopened boxes within 90 days of your initial evaluation.

A **Contact Lens Evaluation Fee** is necessary to renew the current contact lens prescription and monitor the health of your eyes. The contact lens evaluation includes precise measurements, an analysis of your vision needs, and recommendations specifically tailored towards you. The evaluation also includes diagnostic contact lenses, to ensure the proper fit of the lenses and good ocular health. The fee will cover the initial evaluation and all contact lens related follow-up visits, **for a period of 90 days.**

Contact Lens Evaluation Fees range in price, based on the complexity of your prescription and eyes. Most vision insurances provide a 10-15% discount off the Contact Lens Evaluation Fee. Insurance providers consider contact lenses to be elective; therefore, the Contact Lens Evaluation Fee is not included under the annual comprehensive eye exam coverage.

Contact Lens Evaluation Fees

- **Soft Standard Spherical** Contact Lens Evaluation.....\$90
- **Soft Premium Spherical** Contact Lens Evaluation.....\$100
- **Soft Multifocal/Monovision/Toric** Contact Lens Evaluation.....\$130
- **Soft Toric Multifocal/Monovision** Contact Lens Evaluation.....\$150

Specialty Contact Lens Evaluation Fees

- **RGP Specialty** Contact Lens Evaluation.....\$150-\$400
- **Scleral Specialty** Contact Lens Evaluation.....\$500-\$1000
- **CRT/Ortho-K Specialty** Contact Lens Evaluation.....\$300-\$2000

Please select ONE of the following options:

- ☐ I would like to receive a contact lens prescription; I agree to pay the contact lens evaluation fee.
- ☐ Not applicable; I do not wear contact lenses, and I am not interested in trialing contact lenses.

I have read, understand, and agree to the contact lens evaluation fee policies stated above.

Signature: _____ Today's Date: _____ / _____ / _____



Optical Policies

At Vision Source InSight Eyecare, we are dedicated to your health and an enjoyable, comfortable glasses experience; that is why we provide, free of charge: cleaning cloth, cleaning spray, and complimentary glasses adjustments throughout your glasses' lifetime.

Glasses are customized products, made specifically to your prescription, and are non-refundable; therefore, **please read and sign this document**, to acknowledge the following optical policies:

PAYMENT | Full payment is due at the time of order. We are unable to accept partial payments.

RETURNS/REFUNDS | No returns or refunds are provided for frames or ophthalmic lenses, nor sunglasses; rather, our office will re-make or re-style your glasses, until you are satisfied.

PATIENT'S OWN FRAME | For all frames purchased outside of our office, and all frames purchased in our office more than 24 months prior, a \$50 reuse fee will be assessed at the time of order. The fee covers all lab edging and handling costs. In the event your frame breaks or becomes unwearable during our handling, we will provide new lenses for the replacement frame. All expenses towards a new frame are the responsibility of the patient; the \$50 reuse fee will go towards the purchase of the new frame.

PRESCRIPTION CHANGES | For 60 days after your eye exam and/or glasses purchase, glasses check appointments, refraction fees, and new lenses, will be provided free of charge. If prescription issues are disclosed more than 60 days after your eye exam and/or glasses purchase, there is a \$35 refraction fee to see our provider, plus the cost to re-purchase your lenses.

RE-STYLE | If after purchasing your glasses you choose to "re-style" into a different frame or lenses, due to fit, comfort, or overall displeasure, we can exchange the frame with a \$50 restocking fee and remake your lenses, free of charge, within 60 days of the original purchase. If a more expensive frame or lenses are selected, the difference in cost will be due at time of purchase. If a less expensive frame is selected, the difference in cost of the frame will be refunded, minus the \$50 restocking fee. If less expensive lenses are selected, the changes will be made, but no refunds will be provided on lenses.

TRANSITIONS | If you purchase Transitions Photochromic Lenses (technology that turns ophthalmic lenses into sunglasses), but later decide you are displeased with Transitions, we will re-make the lenses without Transitions, free of charge. No refunds will be given for related copays or out-of-pocket costs.

WARRANTY | For all lenses purchased with anti-reflective coating (AR), there is a one-time warranty on scratched and damaged lenses, for 12 months following the original purchase. For all frames, there is a 1-year manufacturer's warranty on defective frames— the warranty does not cover lost, stolen, or externally damaged frames (i.e., lying or sitting on frames, cat/dog chews, vehicle heat warping, etc.).

ORDER PICKUP | Opticians will notify you, via text message or phone call, when your order is ready for pickup. If you fail to pick up your order, within 12 months, your order will be donated to charity.

I have read, understand, and agree to the optical policies stated above.

Signature: _____ Today's Date: _____ / _____ / _____