

REQUIRED HEALTH UPDATE



PLEASE PRINT

Name \_\_\_\_\_

Date \_\_\_\_\_

*Please Print* DOB: \_\_\_\_\_ PH: \_\_\_\_\_

List any medications you currently take (prescription or over-the-counter): \_\_\_\_\_  
\_\_\_\_\_

List any allergies to any medications: \_\_\_\_\_  
\_\_\_\_\_

List any medical changes or diagnosis since your last visit: \_\_\_\_\_  
\_\_\_\_\_

List any major illness or injuries since your last visit: \_\_\_\_\_  
\_\_\_\_\_

**Family Health Update**

List any changes to medical status of parents, siblings or grandparents: \_\_\_\_\_  
\_\_\_\_\_

**Social Update**

Changes in employment?  No  Yes \_\_\_\_\_

Changes in driving habits?  No  Yes \_\_\_\_\_

Changes in marital status?  No  Yes \_\_\_\_\_

Do you drink alcohol?  No  Occasional  1 per day  2-3 per day  4+ per day

Do you smoke?  No  Occasional  1/2 pack/day  1 pack/day  1+ pack/day

**Eye Health Update**

Please circle "Yes" if you have had any **changes** in the following.

Blurred vision - Far	Yes	Double vision	Yes	Itching eyes	Yes
Blurred vision - Near	Yes	Dry eyes	Yes	Light/Glare sensitive	Yes
Night vision, Poor	Yes	Eye infection	Yes	Loss of vision	Yes
Burning eyes	Yes	Eye injury	Yes	Seeing halos	Yes
Color vision, Poor	Yes	Fainting, Blackouts	Yes	Seeing flashes	Yes
Discharge from eye	Yes	Floaters or Spots	Yes		



## Acknowledgment of Notice of Privacy Practices

Southwest Eyecare Specialists reserves the right to modify the privacy practices outlined in the notice.

- I have been offered a copy of the Notice of Privacy Practices for Southwest Eyecare Specialists
- I have DECLINED a copy of the Notice of Privacy Practices for Southwest Eyecare Specialists

I authorize Southwest Eyecare Specialists to release Protected Health Information to the following Individual(s) /organization to assist me in the coordination of my care and treatment:

Person(s) to Whom Information May Be Disclosed, Authorized to Use or Disclose Information	
Name of person/organization	Telephone Number
Name of person/organization	Telephone Number

This authorization shall remain in effect until revoked.

I consent to the use or disclosure of my Protected Health Information (PHI) by Southwest Eyecare Specialists, P.C., (SWEC) for the purpose of diagnosis or treatment of any healthcare need as determined by SWEC, for the collection of payment, and for conducting healthcare operations by SWEC. Your health information will be used by our staff to send you appointment reminders. This includes mail, email, voicemail, text-messaging, telephone, and other reasonable attempts. Enrollment in the Patient Information Portal constitutes authorization for the appropriate use of information contained on the portal under privacy and security protocols for PHI. I understand that I have the right to request restriction on how my PHI is used or disclosed at the discretion of SWEC. I have the right to revoke this consent and acknowledgement. A copy of the complete HIPAA Privacy Policy describing individual rights and the duties of SWEC is available for my review. SWEC reserves the right to modify the privacy practices without notice. I have the right to request a printed copy of the current Notice of Privacy Policy. A sample copy of these policies are available in English and Spanish at the HHS website at: <http://hhs.gov/ocr/privacy/hipaa/modelnotices.html>.

\_\_\_\_\_  
Name of Patient (Print or Type)

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Patient Representative      Relationship of Patient Representative to Patient  
(Required if the patient is a minor or an adult who is unable to sign this form)

# FINANCIAL POLICY

## RELEASE OF INFORMATION & ASSIGNMENT OF BENEFITS

I have read and understand this Financial Policy. I authorize payment of the insurance benefits directly to Southwest Eyecare Specialists, PC and promise to assist in the processing of claims for benefits. I authorize any holder of medical information about me to release such information to my insurance carrier or its agents as needed to determine these benefits or the benefits payable for related services.

## MEDICARE LIFETIME AUTHORIZATION (applies to Medicare patients only)

I request the payment of authorized Medicare. Medicaid/MediGap benefits to be made on my behalf to Southwest Eyecare Specialist, PC for any services provided to me by that provider of care. I authorize any holder of medical information to release to Social Security Administration, CMS and/or its agents information needed to determine these benefits payable for related services.

If you are unable to meet this policy, please speak to the Patient Account Representative in our Billing office to arrange a payment schedule that is agreeable to both parties. I acknowledge, understand, and accept the Southwest Eyecare Specialist, PC Financial Policy as indicated by my signature below.

Patients Name (Please Print): \_\_\_\_\_

Patients Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Representative/Authority: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Effective January 1, 2011 Southwest Eyecare Specialists will process all checks via desktop deposit. The system uses information from your check to make an electronic fund transfer. Funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your cancelled check back from your bank. Please make your payment by credit card if you prefer your check not processed this way. Thank you.

# SOUTHWEST EYECARE SPECIALISTS, PC

## FINANCIAL POLICY

Revised January 2020

- **INSURANCE CARDS:** Please make sure the insurance cards presented at each visit are current and accurate.
- **AUTHORIZATIONS:** Some insurance plans require a prior authorization or referral for services by specialists. If your insurance plan requires either; it is your responsibility to obtain this authorization prior to your visit.
- **PAYMENT:** Payment is due when services are rendered. If insurance is being filed you will be responsible for paying any copay, co-insurance and deductible amounts at the time of service. If you are unable to pay these amounts at the time of service your appointment may be rescheduled and/or your account may be subject to a \$20 billing fee. Balances remaining after 3 statements are also subject to billing fee.
- **NON-COVERED SERVICES/DENIED CHARGES:** Certain services may be considered non-covered services or may be denied as investigational, experimental or not medically necessary by your insurance carrier. If your physician feels these services are needed and they are performed, you are obligated to pay for these services in full should your insurance carrier deny payment. Note: Refractions are considered NON-COVERED (See REFRACTIONS below).
- **MEDICAL PLANS WITH VISION BENEFITS:** Please be advised that some medical plans do have routine vision benefits. However, sometimes these vision benefits are with a different insurance carrier. *Southwest Eyecare may participate with your medical plan but not your vision plan.* Please contact your insurance carrier to verify your benefits and whether Southwest Eyecare is a provider for your medical plan. Present all insurance cards at check-in and inform check-in if your visit is for routine vision care or to be filed to your medical insurance.
- **MEDICAID/CENTENNIAL PROGRAMS:** Southwest Eyecare participates in these programs by doctor referral only and only for medical conditions. Southwest Eyecare does not participate in the routine portion of these plans. Medicaid patients are required to see in-network optometrists for routine vision services as we are unable to provide glasses RX.
- **RETURNED CHECKS AND PAST DUE AMOUNTS:** Returned checks will be subject to collection charges, penalties and interest. All accounts are considered past due if not paid within 60 days of service. Past due accounts may result in collection turnover and may be subject to penalties and interest, and/or the refusal of future appointments until old balances have been paid in full. Southwest Eyecare does not accept postdated checks.
- **SURGERY CHARGES:** Southwest Eyecare will make every effort to determine your insurance benefits prior to any scheduled surgery. Southwest Eyecare will notify you of an approximate amount you will be responsible for paying prior to the date of surgery. Please keep in mind that this is just an estimate. You may incur other charges (in addition to the surgeons' fee) from the surgery facility, anesthesiologist, laboratory and/or radiologist.
- **CANCELLATION POLICY:** All appointments that are not cancelled within 24 hours of the appointment will be subject to a **\$30 NO SHOW fee**. The \$30 fee must be paid before we can reschedule your appointment.
- **VISION PLANS:** Southwest Eyecare does not participate in any vision plans. We also do not fit or prescribe contact lenses. If you are here for a routine vision exam (there are not medical concerns or chief complaint) you will be responsible for payment in full at time of service. **Routine vision exams are NOT filed to insurance and the fee of \$138 plus tax is due at checkout.**
- **REFRACTIONS:** Refraction is the process of determining if there is a need for corrective lenses. It is an essential part of an eye exam and necessary in order to write a prescription for glasses. You are responsible for the **\$55 Refraction Fee** and it is payable at the time of service, this is not a billable to your medical insurance plan.

*Continued On Back*

Pt initials \_\_\_\_\_



Date: \_\_\_\_\_ Print Patient Name: \_\_\_\_\_

If you circle YES to any of the following questions, you can have a **REFRACTION** -- The NON-MEDICAL diagnostic test which determines the Rx for glasses.

If your eyeglass Rx is over a year old, it has expired. Do you want a new Rx today?	YES	NO
Have you thought about changing your Rx lenses or frame for any reason?	YES	NO
Do you intend to have this service performed here today?	YES	NO

This REFRACTION fee of \$55.00 is collected at the time of service and is not billable to your health insurance.

Initial here

A **Visual Acuity Test**, which IS medically necessary, is always performed during your exam and *is included* in the charge of your eye health exam, but a prescription is not a result.

Southwest Eyecare *is not* a provider for any vision plans. Your vision plan may reimburse you for your payment for this service. Please check with your plan in advance. We are happy to assist you.

**I have read and I understand the information above --**

**SIGN HERE:** \_\_\_\_\_