

**Levine Eye Center  
33 Lincoln Avenue  
Rutherford, NJ 07070**

**AN IMPORTANT MESSAGE ABOUT INSURANCE COVERAGE**

1. **Vision insurance** (ie: VSP, EyeMed, NVA etc)- one routine exam per year and glasses and/or contact lenses depending on coverage. Vision plans only cover a basic health check and not the diagnosis, management, or treatment of eye diseases.

2. **Medical insurance** (ie: Blue Cross, Medicare, etc)- health problems that effect the eye such as allergies, dry eye, glaucoma, diabetes, or loss of vision etc. **They do not usually cover a check of your glasses or contacts prescription. Refractions are \$60 and not covered by medical insurance.**

***Testing and follow up appointments are NOT routine and are only billed to medical insurance.***

It is your responsibility to provide us with your current insurance information at every appointment. **If your plan requires a referral, it is your responsibility to obtain one for your appointment.**

As a courtesy we will bill your insurance plan for services if we are a participating provider. You will be billed for any deductibles, co-pays, and services as allowed by your insurance contract. **You are responsible to know your insurance coverage.** Please call your insurance carrier if you have any questions.

I authorize the release of any medical or pertinent information necessary to process my claim. I authorize payment of medical benefits to Marie R. Levine OD. I understand that I am responsible for any charges not covered by my insurance plan.

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

The law requires that Marie R Levine OD (Levine Eye Center) make every effort to inform you of your rights related to your personal health information. By my signing below, I acknowledge that:

\_\_\_\_\_ I was given the opportunity to read, have read, or had explained to me Levine Eye Center's Notice of Privacy Practice prior to any services offered.

\_\_\_\_\_ The Notice of Privacy Practice could not be read due to the emergent nature of care and will be acquired when possible.

\_\_\_\_\_ I was given the opportunity to read, have read, or had explained to me the Levine Eye Center's Warranty, Exchanges and Return Policy.

\_\_\_\_\_ Our office may use standard email for communication. Standard email is not secure and does not guarantee privacy. I authorize the use of standard email, knowing there is a risk involved for communication

**I have read and understand this form and am signing it voluntarily**

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

Relation to Patient if acting as representative \_\_\_\_\_



## **Missed appointment policy**

In order to provide you with high care, please arrive on time to each appointment. If you are over 15 minutes late, your appointment may be canceled for that day and you may need to be rescheduled. If you need to cancel your appointment, please let us know 24 hours before your scheduled appointment time.

**A “missed appointment” occurs when a patient:**

- 1. Does not show up for an appointment**
- 2. Cancels/reschedules to a new day with less than 24 hours notice**
- 3. Is more than 15 minutes late and cannot be seen**

We understand patients can't always make it to scheduled appointments, we do request that you inform us of any changes with 24 hours notice.

**Our office has a policy in place where we charge \$40 for a missed appointment. This charge won't be applied if you let us know 24 hours in advance.**

When you miss an appointment, it creates empty slots for our doctors which cannot be used to serve other patients. We hope you understand the importance of letting us know.

Our practice firmly believes that good physician/patient relationship is based upon understanding and good communication. Patients with frequent missed appointments may be limited to the types of appointments they can book. Patients with outstanding balances may not be able to schedule new appointments until account balances are paid.

*Please initial below to let us know you have read and understand our missed appointment policy.*

\_\_\_\_\_ I understand that any changes to my appointment must be made with 24 hours notice as outlined above.

\_\_\_\_\_ I understand that any missed appointment as outlined above will result in a \$40 missed appointment fee.

## **Contact Lens Policies and Prescription Signed Acknowledgment Form**

Contact lens evaluations and fittings are not a part of an annual eye exam, they require additional evaluation and decision making related to how the lenses affect your ocular health. A contact lens prescription is different and separate from a glasses prescription. Contact lens services and supplies are considered an add on to an annual exam and therefore are an additional charge.

The cost of the contact lens evaluation or fitting depends on the complexity of the lens and ranges from \$85-175. Payment for contact lens supplies is due when placing the contact lens order.

**If you trying a new brand or type of contact lenses, (ie: more than just an update in power) that is considered a refitting.** If trying a new contact lens your contact lens prescription can not be released until you return for your scheduled follow up appointment (no additional charge within 60 days).

**Visits after a 60 day period may incur a \$30 office visit fee. All contact lens service fees are non refundable**

Please sign below to acknowledge that you were provided with a copy of your contact lens prescription at the completion of your contact lens fitting and that you are aware contact lenses and **contact lens services are an additional cost to the annual eye exam.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent if Patient is a Minor)

The CDC recommends the following for contact lens wearers:

- ✓ Schedule a visit with your eye doctor at least once a year.
- ✓ Take out your contacts and call your eye doctor if you have eye pain, discomfort, redness, or blurry vision.
- ✓ Understand that eye infections that go untreated can lead to eye damage or even blindness.  
Symptoms of Eye Infection include:
  - Irritated, red eyes
  - Worsening pain in or around the eyes—even after contact lens removal
  - Light sensitivity
  - Sudden blurry vision
  - Unusually watery eyes or discharge

The Food and Drug Administration (FDA) indicates: “To be sure that your eyes remain healthy you should not order lenses with a prescription that has expired or stock up on lenses right before the prescription is about to expire. It’s safer to be re-checked by your eye care professional.” re-checked by your eye care professional.”