



SOUTH EAST EYE GROUP

A DIVISION OF GEORGIA VISION CENTER

Notice of Privacy Practices Acknowledgement (HIPAA)

Our notice of Privacy Practices provides information about how we may use and release protected health information about you. You have the right to review our notice before signing this form. As provided in our notice, the terms are subject to change. If we change our notice, you may obtain a copy by writing to our office with your request.

You have the right to request that we restrict how your protected health information is used or released for treatment, payment or health care operations. We are not required to agree to this restriction but, if we do agree, we are bound by our agreement.

By signing this form, you consent to our use of protected health information as described in our notice. You have the right to revoke this consent in writing, with the exception of where we have already made releases in reliance on your prior consent.

Assignment of Benefits

I hereby assign and authorize benefits for services rendered to me to be paid directly to South East Eye Group as indicated by my signature following the office policies. I understand that verification of insurance benefits is not a guarantee that benefits will be paid. I further understand that my health insurance company may not cover all or part of the medical services rendered and that I am financially responsible for and agree to pay all charges not paid by my health care coverage. I understand that South East Eye Group may file my insurance as a courtesy; however, I am ultimately responsible for payment of all services rendered. I authorize the release of medical information required to process the claims for payment of the services rendered. A copy of the assignments shall be considered as valid as the original.

Refraction

Refraction is the test that measures a person's prescription for eyeglasses. It is also used to check or update an old prescription. The refraction helps to determine if your vision condition is an optical condition or possibly a medical condition. Optical conditions include farsightedness, nearsightedness, astigmatism and the inability to focus on near objects that develop with age. Medical conditions may include infections, macular degeneration, glaucoma and cataracts.

This test is usually covered by routine vision plans. However, it is not always covered by health care insurances. It is considered a separate procedure. Medicare does not pay for the refraction. It is considered a non-covered service. Our fee for this procedure is \$35.00 payable at the time of service. The only exception is if we are aware that your insurance company has paid for this procedure in the past.

Your signature, following our policies, indicates you understand that in the event the refraction test is considered a non-covered procedure by your insurance company that you will be responsible for the \$35.00 charge at the time of service.

Payment Policy

Payment is due at the time of services. As a courtesy, we will file the insurance for you provided you have given us your insurance information at check in and provided our services are covered under your insurance plan. If we are filing your insurance, we will bill you for any charges that the insurance company deems patient responsibility. Please note, with the exception of vision plans which allow for annual visits, most routine eye exams are not covered by medical insurances unless there is a medical diagnosis. If you do not have a vision plan, please be prepared to pay for your exam should it be billed as a routine visit. There will be a \$30.00 charge on all returned checks. Should the account be referred to an attorney or magistrate for collection, the undersigned shall pay all attorney's and collection fees. Your signature following our policies indicates that you understand our payment policy fully.



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Contact Lens Evaluation/Fitting/Follow Up (if applicable)

The contact lens evaluation/fitting is a separate part of an eye exam. All contact lens patients need an evaluation annually to continue wearing or purchasing contact lenses. The evaluation/fitting is not covered by health care coverage except when medically necessary. Routine vision plans however, may have an allowance for the evaluation/fitting as part of the contact lens benefit. The fee for this service is based on lens type and any additional testing that may be necessary.

All contact lens fittings come with a 30 day re-check if needed. If you purchase contact lenses from our office, you will receive an additional 30 days for a re-check, if needed. If you schedule a follow up appointment outside of the allotted times, you will be charged for your visit. This visit will not be covered by your insurance.

Contact Lens Return/Exchange Policy (if applicable)

Disposable or frequent-replacement contact lenses may be returned only if the boxes have not been opened or written on and will only receive office credit. Diagnostic/ trial lenses are available for most disposable or frequent replacement lenses. These lenses may be provided free of charge to you for the purpose of making sure the lenses meet your satisfaction before ordering boxes. Should there be any questions or problems with the diagnostic/trial lenses; they should be addressed before opening or writing on the purchased boxes.

Gas permeable contact lenses can be returned or exchanged within 90 days from the initial visit. This 90 day trial period is designed for the purpose of making sure the lenses meet your satisfaction. Should there be any questions or problems with the lenses, they should be addressed within the 90 day trial period for office credit only. Please note that there will be no refunds or exchanges after the 90 day trial period.

Glasses/Lenses Exchange Policy/Customer Own Frame Use (if applicable)

All new glasses have a 90 day exchange period from the date of delivery. If glasses are exchanged within this period, South East Eye Group will remake the lenses at no additional charge, provided the frame is undamaged and in like new condition. Additional charges will be incurred if the replacement glasses are an upgrade to the original glasses purchased. Any returns due to a manufacturing defect will be covered under a one year, one time warranty unless specified otherwise.

Customers own frames are used at their risk. We will use extreme care with the frames, however, until we begin inserting lenses we do not know their durability. Should a customer's frame break, it will be the customer's responsibility to purchase or provide a new frame. There are no refunds given under this policy.

I have read and understand all of the above policies. I authorize Dr. Joey Arencibia, OD, his associates and technical assistants to provide diagnostic evaluation and treatment.