



Welcome to Florida Vision Optique!

We are excited you have chosen us for your eye care needs. Our mission is to provide every patient quality eye care in a professional, friendly atmosphere, with attention to the individual needs of the whole family.

Enclosed you will find the new patient paperwork packet. Please complete all pages remembering to sign where needed. If something does not apply to you, please use "N/A" so we know you have read it. Please bring this completed packet with you to your appointment along with all prescription glasses, sunglasses or contacts you may have.

If you have specific needs or require additional time for any reason please call us now so we can allot the proper time.

We look forward to seeing you at your appointment!

Sincerely,

Your Florida Vision Optique Eye care team



FLORIDA VISION OPTIQUE

Patient's Last Name _____ First Name _____ M.I. _____

Address _____ City _____ State _____ Zip _____

Social Security Number _____ Male Female Date of Birth _____

Email Address _____ Primary Care Physician _____

Marital Status Single Married Divorced Widowed

Phone Number: Home _____ Cell _____ Work _____

Emergency Contact: Name _____ Phone Number _____ Relationship _____

Employer _____ Occupation _____ Student? _____ School _____ Grade _____

How did you hear about us? Previous Pt Insurance Website Facebook Walking by office
 Friend/Family _____ Doctor's Office _____ Other _____

RESPONSIBLE PARTY INSURED

Policy Holder Name _____ Date of Birth _____ Relationship to Insured _____

Medical Insurance _____ Member ID Number _____

Vision Insurance _____ Member ID Number _____

Medical History

Family Health History: Do you or anyone in your immediate family have the following?

	You	Family		You	Family		You	Family
Glaucoma	___	___	High Blood Pressure	___	___	Thyroid	___	___
Cataracts	___	___	Macular Degeneration	___	___	Migraines	___	___
Lazy Eye	___	___	Heart Problems	___	___	Diabetes	___	___
Cancer	___	___	High Cholesterol	___	___	List any Other	_____	

If you are diabetic, when were you diagnosed? _____ Last blood sugar level? _____ Last Physical Exam _____

Describe any previous surgery, injury, or infections to your eyes _____

Do you smoke? _____ Amount? _____ Do you drink Alcohol? _____ Amount? _____

Please list any medications you are taking (including eye drops, nonprescription, vitamins, birth control) Continue on back if needed:

Do you have any drug allergies? _____ If so please list _____

Do you have Seasonal/environmental allergies? _____ Are you pregnant or planning a pregnancy? _____

Are you interested in talking to the doctor about LASIK? _____ Do you wear contact lenses? _____

If Yes what brand? _____ Do you want to renew your prescription for contact lenses today? _____

If not currently wearing contact lens do you want an evaluation for one today? _____

Do you wear glasses? _____ Last Eye Exam _____ Doctor _____



RAFAEL A. DIAZ O.D.
NICHOLE L. HRUBAN O.D.

FLORIDA VISION OPTIQUE

**SIGNATURE ON FILE, ASSIGNMENT OF BENEFITS INSURANCE
INFORMATION, FINANCIAL AGREEMENT**

Patient's Name (please print): _____

MEDICARE: I request that payment of authorized Medicare benefits be made on my behalf to Florida Vision Optique, for services furnished to me. I authorize any holder of medical information about me to release to the Centers for Medicare and Medicaid Services (formerly Health Care Financing Administration) and its agents any information needed to determine these benefits payable for services. I understand my signature requests that payment be made and authorizes release of medical information necessary to pay the claim. If other health insurance is indicated as a Secondary Insurance (in Item 9 of the HCFA 1500 claim form or electronically transmitted), my signature authorizes releasing the information to the insurer shown. Florida Vision Optique, accepts the charge determination of Medicare and I am responsible for coinsurance, deductibles and non-covered services.

OTHER INSURANCE: I request that payment of authorized benefits be made on my behalf to Florida Vision Optique for services furnished to me. I authorize any holder of medical information about me to release to my insurance company any information needed to determine benefits payable for services. I understand my signature requests that payment be made and authorizes release of medical information necessary to pay the claim.

DILATED EXAMINATIONS: In the event the doctor has to dilate or patch my eye, I am aware that I may experience blurry vision, light sensitivity, and or decreased depth perception. For this reason, it is suggested that you have someone to drive you home.

FINANCIAL AGREEMENT: I agree that in return for the services provided by Florida Vision Optique, I will pay my account at the time service is rendered or will make financial arrangements satisfactory to the practice. If my account is sent to collection, I will be responsible for the existing outstanding balance along with a 35% collection agency's fee. If further action is required, then I will also be responsible for any attorney fees as established by the court. Most insurances require you to pay co-payments and deductibles. These are due, if known, at the time of service as well as any non-covered services. It is understood that I am primarily responsible for the payment of any services not covered by my insurance.

Signature: _____

Date: _____

Florida Vision Optique

HIPAA Notice of Privacy Practices Acknowledgment Form

To adhere to many changes in government guidelines regarding health care reform and identity theft protection we are required to get a picture ID on every patient we provide services to. Please be assured that any information provided to our office will never be released to any party unless you have given us written permission to do so. A copy of our entire HIPAA Privacy Policy is located on the wall or you can request a copy from our staff. It is your right to refuse to give us any of this information. However, services may be restricted. By signing below, you are acknowledging that you understand this information.

Name _____ Date _____

Signature: _____

Authorization to use or Disclose Protected Health Information

In order to protect our patients' privacy, Florida Vision Optique will not discuss or release any information regarding our patients without their written authorization. Should you wish to authorize Florida Vision Optique to discuss your account or medical information with someone other than yourself, please indicate the permission below.

I authorize Florida Vision Optique to discuss my personal medical and account history with the following individuals:

Name _____ Relationship _____

Name _____ Relationship _____

Primary Care Physician _____ Phone _____

****In an effort to increase co-management with other physicians we do send exam results to primary care physicians.**

Signature: _____ Date: _____

OUR OFFICE REFRACTION POLICY Advance Beneficiary Notice

During your visit, a refraction may be performed to determine your need for glasses or to evaluate if any further visual improvement can be achieved. A refraction is also done when you need an old prescription checked, or a yearly update of your prescription. This is a necessary and essential portion of your eye exam. This test is not always covered by insurance but may be covered by routine vision plans. It is considered a separate procedure.

Most medical insurance companies, including Medicare, classify this as a "Non-Covered" service and require that patients be responsible for payment.

Our fee effective 11/14/2018 at Florida Vision Optique for this service is \$50.00, required at time of service. The only exception will be if we are aware that your insurance company has paid for this procedure in the past.

I have read and understood that the refraction is a "non-covered" service, meaning my medical insurance will not cover any portion of the \$50.00 fee and I am responsible for payment at the time the test is administered.

Signature: _____ Date: _____

FLORIDA VISION OPTIQUE

CONTACT LENS EVALUATIONS

The glasses prescription you receive from Florida Vision Optique is not a contact lens prescription. A contact lens evaluation is a separate part of the eye examination. All contact lens patients will need this evaluation yearly if you plan to continue to wear or purchase contact lens. The evaluation is not covered by medical insurance except when medically necessary. If you have a vision plan it may have an allowance or discount for the evaluation as part of your contact lens benefits.

The fee for this service is based on the type of contact lens you wear; single vision, astigmatism, mono vision or multi-focal and includes three months of follow up. If you have any questions, please feel free to ask.

I have read and understand that the contact lens evaluation is a separate part of the examination and I would like to wear contact lenses or update my contact lens prescription.

Signature: _____

Date: _____

Contact Lenses Trial Policy

Trial Contact Lenses are now being limited by most major contact lens companies in proportion to the number of retail boxes that we purchase therefore we need to institute a *trial* lens policy.

- 1) New patients and new contact lens evaluations will get a free pair or several pairs to facilitate the evaluation process during the initial three month period. This is unchanged from our past policies.
- 2) Trials provided after the initial evaluation period will be provided with a \$15 processing fee. This fee also applies to patients who are not our clients and who present a prescription while out of town, on vacation, etc.
- 3) Patients requesting trials for new lenses other than what they have been fit for and after the initial three month evaluation period are also subject to refitting and evaluation fees.
Example: Patient wants to try a bifocal, toric or mono vision contact lenses.
- 4) Patients with vouchers for “Free Trial Pairs” from manufactures are always subject applicable professional fees like examinations, refraction, and contact lens evaluation fees.
- 5) Patients who purchase contacts from our office may have this fee waived at the doctor’s discretion.

Please remember that processing and handling trials requires substantial staff time and handling costs. This fee represents a small portion of that time.

Signature: _____

Date: _____

I am not interested in contact lens/evaluation, please sign below:

Signature: _____

Date: _____

FLORIDA VISION OPTIQUE – FINANCIAL POLICIES

- It is no longer an easy task to interpret each individual insurance policy due to many changes in insurance. Although we try to stay aware of these changes, it is not always possible.
- Our office is unique in the fact that Florida Vision Optique can see patients under *medical* and *vision* plans.
- It is your responsibility to tell us which plan you are using. Once a claim has been submitted to your medical or vision insurance we will not be able to make any changes.
- You are responsible for providing us with your correct address, telephone number, photo ID and insurance ID cards. Incomplete or incorrect information may result in non-payments and you will be responsible for any balance due.
- If we participate with your insurance, under the terms of your contract with your insurance company, we must collect any deductible, coinsurance and/or co-pay at the time of service. If you are unable to provide us with that payment, we reserve the right to reschedule your appointment.
- I agree that in return for the services and/or materials provided by Florida Vision Optique, I will pay my account at the time service and/or materials are rendered or will make financial arrangements satisfactory to the practice. Any balance passed onto you by your insurance company after your claim has been processed is due within 30 days. Failure to pay may ultimately result in your account being turned over to a collection agency.
- If my account is sent to collections, I will be responsible for the existing balance along with 35% collections agency fee. If further action is required, then I will also be responsible for our attorney fees as established by the court. It is understood that I am primarily responsible for the payment of any services not covered by my insurance.
- Orders placed for ophthalmic materials must be paid in advance or a minimum of 50% deposit with balance due upon dispensing. For your convenience, we do accept all major credit cards, including Care Credit.
- Spectacle orders: We will process your custom spectacle order immediately. For this reason, we are unable to cancel any order. All spectacle lenses are custom crafted for each patient with their unique prescription and custom sized to fit the frame you select. Therefore, patients may not switch frames after lenses have been edged. For all these reasons, refunds are not possible.
- Patients who are not satisfied with their vision in their new glasses will have the prescription adjusted at the doctor's discretion.
- Progressive lens wearers who cannot adapt to their lenses have 60 days to have lenses remade into their choice of lined bifocals, single vision, or trifocal lenses at no additional charge. There are no refunds on progressives.

PLEASE READ THE ABOVE CAREFULLY AND INITIAL EACH ONE TO SHOW YOU HAVE READ AND UNDERSTAND OUR POLICIES AND THE CONDITIONS OF FILING YOUR INSURANCE.

Signature: _____

DATE: _____