



**EYE CARE
INSTITUTE**
A Medical Corporation

***Preparing For Your Visit With
Eye Care Institute***

Bruce P. Abramson, MS, OD
*Optometry
Contact Lenses*

Arwa Alsamarrae, MD
*Comprehensive Ophthalmology
Glaucoma Consultation*

Nina Ni, MD
*Comprehensive Ophthalmology
Cornea/External Disease
Laser Vision Correction*

Daniel G. Rich, MD
*Comprehensive Ophthalmology
Laser Vision Correction*

Avni Shah, MD
*Comprehensive Ophthalmology
Glaucoma Consultation*

Lillian Yang, MD
Comprehensive Ophthalmology

Robert C. Kersten, MD, FACS
*Consultant; Ophthalmic Plastic
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Department of Ophthalmology, USSF*

3035 Cleveland Ave. Suite 100
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P: (707) 546-9800
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www.see-eci.com

Your appointment with Doctor _____ is on M / T / W / Th / F _____ . Please report to the reception desk at _____ am/pm for your _____ am/pm appointment. This additional time is needed to prepare your medical record prior to your appointment and review the information you have provided us.

The enclosed **patient information form** will assist us in the processing of your insurance claim form(s). The **medical history form** will provide your physician with valuable information about your current medical condition(s). Completing these forms prior to your appointment will facilitate your time with us. Please answer briefly. **After completing these forms please bring them with you to your appointment. You may also fax the forms to 707-528-4967. Doing so will expedite your check-in process.**

In order to process your insurance billing, ***we must make a copy of your insurance card(s). Please bring your insurance card(s) to your appointment or mail a copy in advance (front & back). Insurance co-payments are payable at the time of your visit.***

If you wear glasses, please bring them with you to your appointment. If you wear contact lenses, please bring your prescription. If you have an extensive list of medications please attach this list to your paperwork with dosage and frequency of each medication taken.

Patients under the age of 18 must be accompanied to their initial exam by a parent or guardian.

Thank you for your assistance. Please feel free to call if you have any questions 707-546-9800.

What to Expect From Your Eye Exam at Eye Care Institute

Your visit to our office may be a comprehensive eye evaluation that might take up to one and a half hours. Your visit may take longer if you need specialized testing or have complex eye problems. Please make sure to allow time for your appointment.

Your evaluation will begin with a medical history that will include any previous ophthalmic history. Please bring your current glasses and any pertinent contact lens information if you wear contact lenses.

To determine your best vision at distance and near, your visual acuity will be tested using a standardized eye chart.

A refraction, which checks the need for a glasses prescription, will be performed to determine your best possible vision, and may be necessary regardless of whether you plan on getting glasses or contact lenses. There is a \$45.00 charge for a refraction. For an existing contact lens wearer there is a \$35.00 - \$45.00 charge for a contact lens evaluation should you request a contact lens prescription. Contact lens "fitting" fees vary. These charges may not be covered by your health insurance plan and payment will be required at the time of service.

Your eye muscle coordination may be tested to see if the light is being appropriately transmitted to your brain.

A slit lamp microscope examination will be performed to look at health of the front of the eye, which includes your cornea.

Intraocular pressure will be checked to see if your eye pressures are at a normal level.

All new exams normally include a dilated eye exam of both eyes. This important part of the exam will allow the doctor to look at the inside and back of the eyes and check the health of your lens, retina and optic nerve. You may want to bring a driver with you as some people find it difficult to drive after being dilated. Sun glasses should be worn after dilation.

Other tests may also be performed on an as needed basis, depending on what the preceding parts of your examination have revealed. These include formal visual field testing, photography, high resolution scans of the back of the eye, pachymetry to check your corneal thickness and ophthalmic ultrasound.

After the examination(s), your doctor will discuss the results of the exam with you and answer any questions you may have.

Eye Care Institute has an optical shop at each of its locations to take care of your optical needs. We are in-network providers for VSP (Vision Service Plan) and MES (Medical Eye Services). If you have coverage with either of these two plans please come prepared with the primary members name, date of birth, last four digits of their social security number and employer. This will help us confirm eligibility and obtain authorization for any services provided. **Please add an additional one half hour to your stay at ECI when purchasing new eyewear following your exam.**



New Patient Return Patient Update | Account #: _____

Patient Name _____ E-mail _____

Home Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Preferred Method of Notification: Patient Portal Cell Phone Home Phone Mail Other _____

Date of Birth _____ Age _____ Sex: Male Female Marital Status: S M D W

Social Security # _____ Drivers License # _____ Exp. Date _____

Patient's Employer _____ Occupation _____

Is Today's Visit Work Related? Yes No If Yes, Date of Injury _____

Emergency Contact _____ Relationship _____ Phone _____

IF PATIENT IS A MINOR

Father's Name _____ Employer _____

Work Phone _____ Cell Phone _____ Social Security # _____

Mother's Name _____ Employer _____

Work Phone _____ Cell Phone _____ Social Security # _____

INSURANCE INFORMATION

Primary Insurance _____ Secondary Insurance _____

HMO PPO Co-Pay _____ Deductible _____ HMO PPO Co-Pay _____ Deductible _____

Name of Plan: Meritage Sutter Other _____ Name of Plan: Meritage Sutter Other _____

Primary Care Physician _____ Primary Care Physician _____

Subscriber's Name _____ Subscriber's Name _____

ID # _____ Group # _____ ID # _____ Group # _____

Birthdate _____ Social Sec. # _____ Birthdate _____ Social Sec. # _____

Subscriber's Relationship to Patient _____ Subscriber's Relationship to Patient _____

Subscriber's Employer _____ Subscriber's Employer _____

Do you have a 3rd insurance? Insurance Co. _____ Subscriber _____

Do you have a vision plan? Insurance Co. _____ Subscriber _____ Social Security # _____

PERSONAL DEMOGRAPHIC

Race: White Asian Black/African American Native Hawaiian/Pacific Islander Other _____ Decline to Specify

Ethnicity: Hispanic or Latino Non-Hispanic or Latino Other _____ Decline to Specify

Preferred Language: English Spanish Chinese Japanese Other _____

HOW DID YOU HEAR ABOUT US?

My Primary Physician Family/Friend ECI Website Internet Advertisement My Optometrist Social Media

Other _____ Specifically, who or what was the source? _____

AUTHORIZATION FOR TREATMENT/ASSIGNMENT OF BENEFITS/RELEASE OF INFORMATION

I HEREBY AUTHORIZE EXAMINATION AND TREATMENT OF THE PATIENT NAMED ABOVE. I HEREBY AUTHORIZE THE DIRECT PAYMENT TO ECI OF ANY INSURANCE BENEFITS OTHERWISE PAYABLE TO, OR ON BEHALF OF, THE PATIENT FOR ANY MEDICAL REASON AND/OR SURGICAL EXPENSES. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR THESE CHARGES. I HEREBY AUTHORIZE ECI TO RELEASE TO MY INSURANCE COMPANY ANY INFORMATION ACQUIRED IN THE COURSE OF MY CARE TO ALLOW THEM TO PROCESS ANY CLAIMS FOR MEDICAL AND/OR SURGICAL SERVICES.

Responsible Party Signature _____

Date _____

Responsible Party Name (Please Print) _____

HEALTH INTAKE FORM (please fill in all areas)

Name: _____ Date of Birth: _____ Date: _____

Past Eye and Medical History					
	Yes	No		Yes	No
Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>	Hypertension	<input type="checkbox"/>	<input type="checkbox"/>
Macular degeneration	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes Mellitus	<input type="checkbox"/>	<input type="checkbox"/>
Cataracts	<input type="checkbox"/>	<input type="checkbox"/>	Heart disease	<input type="checkbox"/>	<input type="checkbox"/>
Corneal disorder	<input type="checkbox"/>	<input type="checkbox"/>	Lung disease	<input type="checkbox"/>	<input type="checkbox"/>
Strabismus (crossed eyes)	<input type="checkbox"/>	<input type="checkbox"/>	Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Retinal detachment	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Diabetic retinopathy	<input type="checkbox"/>	<input type="checkbox"/>	Stroke	<input type="checkbox"/>	<input type="checkbox"/>
Eye surgeries: <i>(please list)</i>			Any other medical condition:		
			Any other surgeries: <i>(please list)</i>		

Please list all current Medications (Name and Dosage) including herbals and vitamins OR provide a list:

Allergies:

Review of Systems:								
Do you have any of the following symptoms currently?	Yes	No	Action		Yes	No	Action	
Fevers, chills, night sweats, weight loss or gain	<input type="checkbox"/>	<input type="checkbox"/>		Neurologic problems	<input type="checkbox"/>	<input type="checkbox"/>		
Ears, nose, mouth, throat	<input type="checkbox"/>	<input type="checkbox"/>		Blood or lymphatic problems	<input type="checkbox"/>	<input type="checkbox"/>		
Heart disease	<input type="checkbox"/>	<input type="checkbox"/>		Allergy or immunologic problems	<input type="checkbox"/>	<input type="checkbox"/>		
Breathing or lung disease	<input type="checkbox"/>	<input type="checkbox"/>		Endocrine problems such as thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>		
Stomach or gastrointestinal problems	<input type="checkbox"/>	<input type="checkbox"/>		Skin problems	<input type="checkbox"/>	<input type="checkbox"/>		
Genitourinary problems	<input type="checkbox"/>	<input type="checkbox"/>		Bone, joint, or muscle problems	<input type="checkbox"/>	<input type="checkbox"/>		

Family History:		
Do any of your relatives have the following conditions:	Yes	No
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>
Strabismus	<input type="checkbox"/>	<input type="checkbox"/>
Amblyopia	<input type="checkbox"/>	<input type="checkbox"/>
Age related macular degeneration	<input type="checkbox"/>	<input type="checkbox"/>
Retinal detachment	<input type="checkbox"/>	<input type="checkbox"/>
Other: <i>(please list)</i>		

Social History:			
Current or former occupation:			
Have you ever or do you currently smoke:	<input type="checkbox"/> Never	<input type="checkbox"/> Former Date started: _____ Date stopped: _____	<input type="checkbox"/> Current Date started: _____ Date stopped: _____

Name of primary care physician: _____

Pharmacy and address: _____

Patient Signature: _____ **Date:** _____

Reviewed and changes made: Signature: _____ **Date:** _____

Eye Care Institute Financial Policy

The physicians and staff of Eye Care Institute (ECI) are committed to providing you with the best possible health care. The following is a statement of the ECI financial policy.

- **Patients must complete all information forms prior to seeing the physician. A copy of your insurance card(s) and your ID will be made for your chart**
- **By law, we must collect your insurance copayment at the time of service. Be prepared to pay your copay at each visit and to pay for any services that will be applied towards your deductible at the time of service**
- **For uninsured patients, payment is expected at the time of service, unless other financial arrangements have been made prior to your visit**

Health Coverage and Insurance

As a courtesy, we must submit insurance claims for insured patients. To ensure accurate claims processing, please provide your complete health plan or insurance and I.D. card. Your health plan, insurance company or Medicare may not cover some or all of the services provided. I understand that it is my responsibility to ensure that ECI is a participating provider for my health insurance network. Out of network services may be assessed a higher deductible, co-pay or co-insurance. I will be financially responsible for any services or balances due that are not covered by my health insurance. ECI accepts no responsibility for any referrals or prescriptions not covered by my plan.

Payment on Balances Due:

Timely payment of your balance is required. Your balance is due upon receipt of your statement. **Self-pay accounts are due at the time of service unless other financial arrangements are made. If payment is not made at the time of service, and financial arrangements are not made, your account will be considered past due once you leave the office.**

If payment is not received, your account will be reviewed for possible outside collection.

If your payment by check is returned, be advised your account will be assessed a \$25.00 returned check fee. The balance due from returned checks are payable by cash, credit card, money order or cashier's check.

Narrative Reports and Forms

Reports and forms completed by physicians are subject to a fee (verify with the office staff the fee charged for each report/form). Payment is expected at the time you drop your form off to be completed.

Cancellations/Missed Appointments

If you are unable to keep your appointment, please give our office at least 24 hours' notice. Failure to do so may result in a missed appointment/procedure change (fee is determined on the length of the appointment time scheduled). Insurances do not cover this expense and you are responsible for payment of this fee. Frequent missed appointments and cancellations interrupt the process of your treatment and may result in discharge from our office.

Patient Relations

The physicians and staff of ECI are committed to providing you with the best possible health care. Your clear understanding of our financial policy is important to our professional relationship. Please ask if you have any questions regarding our fees or your financial responsibility.

Good doctor/patient relations are based on understanding and open communication. Our staff will make every possible effort to clarify any questions or concerns you may have regarding your account balance. If you have any questions concerning your bill, contact our billing service, the Practice Management Resource Group, at 877-443-4995 immediately.

Coordination of Benefits: Vision care plans (such as VSP or MES) only cover routine vision exams along with eyeglasses and contact lenses. Vision care plans can only be used once during a coverage period (usually a year). Medical insurance should be used if you have any eye health problem or systemic health problem that has ocular complications (ie: diabetes, glaucoma or cataracts). Your doctor will determine if these conditions apply to you. Vision care plans do not cover diagnostic testing. If you have an eye condition, ECI will bill the examination to your health insurance and the refraction to the vision care plan. If allowed by your plan we will use "coordination of benefits" to do this properly and to minimize your out of pocket expenses. You will be responsible for any remaining balances due for deductibles, co-pays, co-insurance or non-covered services.

X _____
Signature of Patient or Responsible Party

Date

Patient's Name (Please Print): _____

Acknowledgement of Receipt of Notice of Privacy Practices

Eye Care Institute

3035 Cleveland Ave. Suite 100
Santa Rosa, CA 95403

I hereby acknowledge that I received a copy of this medical practice's Notice of Privacy Practices. I further acknowledge that a copy of the current notice is posted in the office, and that I will be offered a copy of any amended Notice of Privacy Practices.

Signature

Date

Print Name

Telephone Number

If not signed by the patient, please indicate relationship:

- Parent or guardian of minor patient.
- Guardian or conservator of an incompetent patient.
- Beneficiary or personal representative of deceased patient.