

# **OPTICAL POLICIES FOR PROCESSING VISION**

## **INSURANCE CLAIMS**

We realize how valuable your time is. In order to facilitate the necessary paperwork that is associated with properly processing insurance claims please help us.

Recommendations:

Have the following information ready when scheduling your appointment:

- Name of vision plan
- Employer group name
- Vision plan insurance identification number
- Subscriber name
- Subscriber date of birth
- Subscriber social security number
- Patient's name
- Patient's date of birth
- Patient's social security number

If you are unable to provide vision insurance information prior to your appointment please understand that this could cause a delay while we try to retrieve the necessary information.

Insurance information should be provided to our office prior to services so that we can meet the requirements of the different insurance plans. If this information is not provided to our office prior to the exam we will not be able to bill you insurance retroactively. You will be responsible for billing and collecting from your vision plan. You will be charged a \$45.00 refraction charge in addition to the examination charge and the cost of any optical goods. Payment will be collected at time of service.