

# Northern California Cornea Associates, Inc.

CONSULTANTS IN DISEASES AND SURGERY OF THE CORNEA AND EXTERNAL EYE

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## ❖ Payment and Billing Policy:

Please provide us with your current information and inform us of any changes as soon as possible. If your insurance has changed, please provide your new insurance card (front and back). If the insurance billing address is different than what is listed on the card, you are responsible for informing us of the correct location to send claim forms.

## ❖ Insurance Information:

Your medical insurance will be billed and you will be responsible for any co-payments, co-insurance, deductibles, remaining balance, and non-covered services. Please have your co-payment and any outstanding payments ready at the time of service. There is a **\$20.00** processing fee for unpaid co-payments and balances. For returned checks, there is **\$30.00** fee. We accept the following methods of payments: CASH, CHECK, VISA, MASTERCARD, AND DISCOVER.

A copy of your **INSURANCE CARD/S** is required or you will be responsible for the office visit.

**Authorizations/Referrals:** If you have an HMO plan, you are responsible for obtaining an authorization or referral for your initial visit from your Primary Care Physician. Without an authorization or referral, you will be expected to **pay out-of-pocket** for the examination at the time of service. If you change your Primary Care Physician, you will be responsible for obtaining a new authorization or referral from your new physician.

## ❖ Other Insurances:

We are **not** providers for any vision insurances. We will not be accepting assignments on your vision coverage therefore adjustments will not be made for any reimbursements for glasses prescriptions, contact lenses, and contact lens prescriptions. Payment will be expected to be **paid out-of-pocket** at the time of service.

## ❖ Cancellation Fee:

We require a **24-HOUR NOTICE** for appointment cancellations. A charge of **\$35.00** will be billed to your account without this notification. If you are unable to abide by our appointment policy, you may be dismissed from our office.

**I have read the above information and hereby agree to these terms.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PATIENT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date-of-Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Sex: M F

Primary Phone: ( ) \_\_\_\_\_ (Home or Cell) Alternative Phone: ( ) \_\_\_\_\_ (Home or Cell)

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

**PRIMARY CARE PHYSICIAN:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**GUARANTOR/RESPONSIBLE PART (If other than self):**

Name: \_\_\_\_\_ Date-of-Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: ( ) \_\_\_\_\_ (Home or Cell) Alternative Phone: ( ) \_\_\_\_\_ (Home or Cell)

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**PRIMARY INSURANCE:** \_\_\_\_\_

Are you the primary subscriber? Y / N If NO,

Relationship to the primary subscriber: \_\_\_\_\_

Date-of-birth of primary subscriber: \_\_\_\_\_

**SECONDARY INSURANCE:** \_\_\_\_\_

Are you the primary subscriber? Y / N If NO,

Relationship to the primary subscriber: \_\_\_\_\_

Date-of-birth of primary subscriber: \_\_\_\_\_

**REFERRAL INFORMATION:**

Referred by: \_\_\_\_\_ Family/Relative/Friend: \_\_\_\_\_

If Self (Website/Yelp/Google/Health Insurance): \_\_\_\_\_

**PHARMACY INFORMATION**

Pharmacy Name: \_\_\_\_\_

Address, City, and State: \_\_\_\_\_

**STATISTICAL INFORMATION**

The questions below are for statistical information only and your responses will remain completely confidential. We are required to ask these questions.

What is your race?

- Caucasian
- American Indian or Alaska Native
- Asian

Are you Hispanic/Latino? Y / N

- African American
- Native Hawaiian or Pacific Islander
- Other/Decline to State

Preferred Language:

\_\_\_\_\_

I hereby give authorization for payment of insurance benefits to be made directly to NORTHERN CALIFORNIA CORNEA ASSOCIATES, INC. and any assisting physicians, for services rendered. I understand that I am financially responsible for all charges whether or not they are covered by insurance. In the event of default, I agree to pay all costs of collection, and reasonable attorney's fees. I hereby authorize this healthcare provider to release all information necessary to secure the payment of benefits. I further agree that a photocopy of this agreement shall be as valid as the original.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## MEDICAL AND OCULAR HISTORY QUESTIONNAIRE

### MEDICAL HISTORY

Select any of the following medical conditions that you currently have:

- |  |   |
|--|---|
| <input type="checkbox"/> Alzheimer's Disease / Dementia              | <input type="checkbox"/> Hearing Loss                             |
| <input type="checkbox"/> Anxiety                                     | <input type="checkbox"/> Hepatitis- If yes, please specify: _____ |
| <input type="checkbox"/> Arthritis                                   | <input type="checkbox"/> Hypertension                             |
| <input type="checkbox"/> Asthma                                      | <input type="checkbox"/> HIV/AIDS                                 |
| <input type="checkbox"/> Atrial Fibrillation (Irregular Heartbeat)   | <input type="checkbox"/> Hypercholesterolemia                     |
| <input type="checkbox"/> Bone Marrow Transplantation                 | <input type="checkbox"/> Hyperthyroidism                          |
| <input type="checkbox"/> BPH (Enlarged Prostate)                     | <input type="checkbox"/> Hypothyroidism                           |
| <input type="checkbox"/> Breast Cancer                               | <input type="checkbox"/> Leukemia                                 |
| <input type="checkbox"/> Colon Cancer                                | <input type="checkbox"/> Lung Cancer                              |
| <input type="checkbox"/> Chronic Obstructive Pulmonary Disease       | <input type="checkbox"/> Lymphoma                                 |
| <input type="checkbox"/> Coronary Artery Disease                     | <input type="checkbox"/> Prostate Cancer                          |
| <input type="checkbox"/> Depression                                  | <input type="checkbox"/> Radiation Treatment                      |
| <input type="checkbox"/> Diabetes- <b>Last Hemoglobin A1C:</b> _____ | <input type="checkbox"/> Seizures                                 |
| <input type="checkbox"/> End State Renal Disease                     | <input type="checkbox"/> Stroke                                   |
| <input type="checkbox"/> Gastro Esophageal Reflux Disease            | <input type="checkbox"/> Other: _____                             |

### PAST SURGERIES

Have you had any surgeries? If yes, please list the type of surgery, the operated body part, and date of surgery:

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### OCULAR HISTORY

Date of last eye exam: \_\_\_\_\_

Do you have any of the following eye conditions, or have you had them in the past?

- |  |  |
|--|--|
| <input type="checkbox"/> Blepharitis (inflammation of the eyelids) | <input type="checkbox"/> Narrow Angles         |
| <input type="checkbox"/> Cataracts                                 | <input type="checkbox"/> Ophthalmic Migraines  |
| <input type="checkbox"/> Glaucoma                                  | <input type="checkbox"/> Strabismus (lazy eye) |
| <input type="checkbox"/> Macular Degeneration                      | <input type="checkbox"/> Other: _____          |

### PAST OCULAR SURGERIES

Have you had any eye surgeries? If yes, please list the type of surgery, the operated eye, and date of surgery:

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### REVIEW OF SYSTEMS

Are you currently experiencing any of the following problems?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Eye Pain       | <input type="checkbox"/> Abnormal Bleeding | <input type="checkbox"/> Joint Pain             |
| <input type="checkbox"/> Vision Changes | <input type="checkbox"/> Anxiety           | <input type="checkbox"/> Rashes                 |
| <input type="checkbox"/> Headache       | <input type="checkbox"/> Chest Pain        | <input type="checkbox"/> Shortness of Breath    |
| <input type="checkbox"/> Abdominal Pain | <input type="checkbox"/> Hearing Loss      | <input type="checkbox"/> Unintended Weight Loss |

## MEDICAL AND OCULAR HISTORY QUESTIONNAIRE

### MEDICATIONS

Please list the names of all prescription and over-the-counter medications you are currently taking, including any eye medications (or provide us with a current list that we can photocopy):

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### ALLERGIES

Do you have allergies to any medications?      **YES**      **NO**

*If yes, please indicate the name of the medication and associated reaction(s).*

_____	_____
_____	_____
_____	_____
_____	_____

### SOCIAL HISTORY

Do you currently smoke?    **YES**    **NO**    -If yes, how often? \_\_\_\_\_ # of years: \_\_\_\_\_

Are you a former smoker?    **YES**    **NO**

Do you drink alcohol?      **YES**    **NO**    -If yes, how much daily? \_\_\_\_\_

### FAMILY HISTORY

Indicate family members only (parent, sibling, child). Please specify **which family member** has/had the condition.

Blindness: \_\_\_\_\_

Diabetes: \_\_\_\_\_

Cataracts: \_\_\_\_\_

Heart Disease: \_\_\_\_\_

Glaucoma: \_\_\_\_\_

Hypertension: \_\_\_\_\_

Macular Degeneration: \_\_\_\_\_

CVA (Stroke): \_\_\_\_\_

Retinal Detachment: \_\_\_\_\_

Other: \_\_\_\_\_

Cancer: \_\_\_\_\_

### VACCINATIONS

Date of last **influenza** vaccination: \_\_\_\_\_ Date of last **pneumonia** vaccination: \_\_\_\_\_

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**NON-COVERED SERVICES**

1. **Office Formulated Antibiotics: \$50**

We commonly prescribe the following antibiotics for eye infections: Gentamycin, Vancomycin, Ancef, and Tobramycin. Since these medications have such a short shelf-life they are not readily available in local pharmacies. Should you need any of these medications, we can make this in the office at \$50/bottle. **We DO NOT bill insurance for OFFICE FORMULATED ANTIBIOTICS.** If you choose to get these antibiotics elsewhere, the nearest compounding pharmacies that dispense these medicines are:

Wellspring Compounding Pharmacy in Berkeley = \$95 AND UP  
(510) 548-8777

Leiter's Pharmacy in San Jose = \$100 AND UP  
(408) 292-677

2. **Examination for eyeglasses: \$70**

Please be informed that an examination for eyeglasses or vision prescription, formally known as refraction, is considered a "NON-COVERED SERVICE" by Medicare and many other insurance companies.

3. **Contact Lenses AND Contact Lens Fitting: \$35 AND UP**

We are not providers for any vision insurance. Furthermore, our optometrists are not contracted providers for any medical insurance companies. We cannot bill any vision or medical insurance for these services. For these reasons, we require payment in **FULL** at the *TIME OF SERVICE*.

If you wish to seek payment from your insurance on your own, we are happy to provide you with an itemized bill to obtain reimbursement. **However, the office is not responsible for contacting insurance companies to pursue authorization or payment.**

4. **Department of Motor Vehicles (DMV) Form AND Other Forms: \$15**

To complete the necessary forms for the DMV, you will need to schedule an appointment with one of our optometrists (DMV requires a current **refraction** and if needed an additional \$75 will be assessed). This includes any forms that needs to be filled out by doctor including **disability**.

5. **Diagnostic Test (OCT Anterior Segment) and/or Other Procedures**

Certain diagnostic imaging or procedures may not be covered by your medical insurance. You will be informed of the cost before performing any diagnostic imaging or procedures.

Signing below means that you have received and understand that any of these services are ever necessary or requested, you agree to be financially responsible for payment at the time of these services.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**CONSENT TO OBTAIN PATIENT MEDICATION HISTORY**

Patient medication history is a list of prescription medicines that our practice providers, or other providers, have prescribed for you. A variety of sources, including pharmacies and health insurers, contribute to the collection of this history.

The collected information is stored in the practice electronic medical record system (EHR/EMR) and becomes part of your personal medical record. Medication history is very important in helping healthcare providers treat your symptoms and/or illnesses properly and in avoiding potentially dangerous drug interactions.

It is very important that you and your provider discuss all your medications in order to ensure that your recorded medication history is 100% accurate. Some pharmacies do not make drug history information available, and your drug history might not include drugs purchased without using your health insurance. Also, over-the-counter drugs, supplements, herbal remedies, or other undisclosed drugs that patients take on their own may not be included.

You have the option to give permission to your healthcare provider, your pharmacy, and your health insurer to disclose information about your prescriptions that have been filled at any pharmacy or covered by any health insurance plan. This includes prescription medicines to treat AIDS/HIV and medicines used to treat mental health issues such as depression.

**PLEASE CHECK ONE:**

- I **DO** give permission to allow NORTHERN CALIFORNIA CORNEA ASSOCIATES to obtain my medication history from my pharmacy, my health plans, and my other healthcare providers.
- I **DO NOT** give permission to NORTHERN CALIFORNIA CORNEA ASSOCIATES to obtain my medication history from my pharmacy, my health plans, and my other healthcare providers.

Signing below means that you have received and understand this consent form.

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

Patient Name (PRINT): \_\_\_\_\_

Relationship to Patient, if other than patient's signature: \_\_\_\_\_

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**NOTICE OF PRIVACY ACKNOWLEDGEMENT**

Under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- ❖ Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly
- ❖ Obtain payment, from third-party payers
- ❖ Conduct normal healthcare operations such as quality assessments and physician certifications

I understand that Northern California Cornea Associates, Inc. has the right to change its Notice of Privacy Practices from time to time and that I may contact Northern California Cornea Associates, Inc. to obtain a current copy of the Notice of Privacy Practices.

I understand that I may request in writing to Northern California Cornea Associates, Inc. to restrict how my private information is used or disclosed to carry out treatment, payment, or healthcare operations.

I also understand that Northern California Cornea Associates, Inc. not required to agree to my requested restrictions but if Northern California Cornea Associates, Inc. do agree, then Northern California Cornea Associates, Inc. are bound to abide by such restrictions.

Northern California Cornea Associates, Inc. use a shared Electronic Medical Records that allows our physicians and staff and certain of the participating physicians and other medical staff that have access to our patient's health information. The purpose for this access is to expedite the referral of the patients within the health system and to assist in providing and managing their care in a coordinated way. Information in the Electronic Medical Record can be released outside the health system only with patient's express authorization or as otherwise specially permitted or required by law.

**ACKNOWLEDGEMENT OF POLICY REGARDING PATIENT INTERACTIONS WITH STAFF**

We value you as a patient and want to continue to provide you with high-quality care and service. To do so, Northern California Cornea Associates, Inc. staff need to set boundaries and expectations that will foster an effective provider-patient relationship. Northern California Cornea Associates, Inc. staff will provide the best possible care for the patient and their family and/or guests. In return Northern California Cornea Associates, Inc. staff expects reciprocal behavior from our patients and their family and/or guests. Behavior that is considered rude, threatening, demeaning or disruptive and which interferes with the staff's ability to provide patient care will result in possible termination of care.

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

Patient Name (PRINT): \_\_\_\_\_

Relationship to Patient, if other than patient's signature: \_\_\_\_\_