

Appointment Day: _____
Appointment Date: _____
Appointment Time: _____

Dr. Michael Guillory, MD
Dr. Craig King, MD
Dr. Jonathan Walgama, MD

Welcome back to our office!

It's been a while since your last appointment and we appreciate you continuing to choose us for your eye care needs.

There are a few things we'd like to ask of you to ensure a smooth check-in, work-up, & exam process during your upcoming appointment.

Check-In Process

- Bring a photo ID and insurance card(s) to your appointment – this is mutually beneficial. We want to be sure we are providing services to the correct patient & that we are filing to the correct insurance company on your behalf.
- Complete the enclosed Demographics half-sheet – this allows us to update any incorrect information that we may have on file (old phone numbers, old addresses, old employers, etc.).
- Review/complete our Refraction Policy – you may not be coming in specifically for a refraction, but in the event that you'd ever want us to perform a refraction (or your doctor deems it necessary) we will keep this acknowledgement on file.
- Review/complete our Acknowledgement of Review of Notice of Privacy Practices – protecting your health information is very important to us and we would like you to know how your information may be used. Our Summary of Privacy Practices is posted above our water fountain in the main waiting area near the reception desk - please review it upon your arrival. Also, at your request, you may obtain a printed copy of our Summary of Privacy Practices.

Work-Up & Exam Process

- Complete enclosed medical history paperwork – this helps us gather your most recent health information and any information that may have changed since your last appointment. (new surgeries, new health issues, etc.).
- Bring a list of current medications & vitamins (prescriptions and/or over the counter) – this is a crucial part of your exam and record.
- Bring your current eye glasses (prescription and/or over the counter) – this allows us to record what glasses you were wearing at the time of the exam.
- If you are going to have your eyes dilated or if you are going to have an in-office procedure – we do recommend bringing someone with you to drive you home.

Additional Information:

- **If your insurance requires an authorization for us to provide services** – it is very important for you to contact your primary care physician and ask them to send it to our office. *some can take 10-14 days to process*
Appointments will not be scheduled unless an authorization is already approved/on file..
- All payments (including co-pays, deductibles, and/or previous balances) are due at time of service – unless prior arrangements have been made. If you are uninsured or “self-pay” – your payment is expected at time of check-in. If you are unable to meet this financial obligation, your current and any future appointment may be cancelled or rescheduled.
- There will be a \$50 payment required for unkept, rescheduled, or cancelled appointments.
This fee will not be applied to any co-pay, co-insurances, or deductibles.

We look forward to seeing you!

Please don't hesitate to contact our office for any questions you might have about your upcoming appointment.