

## **Florida Lions Foundation for the Blind (FLFB)**

### **Procedure for Filing an Application for Eye Surgery to the FLFB**

1. All applications must come from a Lions Club in MD with Few Exceptions. (Ask Norma) All surgery must have prior approval. NO CLIENTS ACCEPTED THAT HAVE INSURANCE.
2. Complete the Project Form completely and do not leave any information blank.
3. Make contact with the client and verify they are a citizen. MUST ALSO BE A FLORIDA RESIDENT. Must show residence in State of Florida (FL Driver's License, Tax Forms, Utility Bill, or ID).
4. If client is on a VISA or Green Card, it must be current and NOT OUTDATED.
5. If client needs bilateral surgery, you must have a denial by Division of Blind Services. THIS IS FOR ALL CASES IN FLORIDA.
6. Complete Financial Assistance Form (be sure it is the current new form). Please update forms with your clinics and providers if they hand out to clients. In the near future forms will be able to be filled out electronically. Make sure client name is the same as used by their physician. Make sure client has a valid phone number that will be answered plus valid email contact.
7. Must verify client financial needs. If they live with other household members, the other members MUST be included in the financial statement. We need monthly income and monthly expenses. We go by 200% of the federal poverty level guidelines.
8. The client must be informed that the FLFB only pays for surgical procedures. We do not cover OFFICE VISITS, TESTING, INJECTIONS, EYE DROPS/MEDICATIONS, TRANSPORTATION, or ACCOMODATIONS.
9. The client must have the ability to get to the surgical center, pre-op exam, all follow-up visits, and accommodations, if required. The client must be compliant with ALL surgeon/staff instructions. The client must sign a compliance form stating they will follow instructions.
10. The client will be referred to the closest center that performs the procedure we are paying for as we have agreements and reduced pricing in place. In an emergency, we MAY select an emergency provider. Project Chair or MD Chair will make the decision on surgeon. This is not the patient's or the club's decision.
11. EMERGENCY: The MD Project Chair may be reached for emergency cases (this does not include cataracts) and will be followed up by the District Project Chair's paperwork and copay.
12. We need a copy of the pre-op eye exam as part of the application so we can see exactly what the surgeon is advising and what we are approving. Also, to see if there are any other eye issues that may need to be addressed in the future.
13. Prior to approval, we need pre-op eye exam, all completed forms, and the sponsoring club's copay.
14. If multiple procedures are done on one client, an additional club copay may be requested.
15. If the client is diabetic, we must have a current blood sugar reading and preferably A1C3.
16. We have the right to deny surgery on a diabetic if the above is not done or refused. There are too many complications on surgical cases of diabetics that lead to more surgery later on.

17. FLFB only pays for one anesthetic during a procedure. Some centers bill us multiple, but we only pay the price on the approval letter.
18. Once the requested procedure has been approved, it may be performed. If another procedure is done without prior approval (see emergency) these will not be paid and becomes the patient's responsibility. This includes all additional, non-approved procedures.
19. NO CASES ARE RETROPAID. ALL cases must have FLFB approval prior to surgery.
20. All approvals are emailed to the Project Chair who submitted it so as to be informed of the approval or sent to club's email if available.
21. If the surgery has NOT BEEN performed and it is over 6 months, the client application needs to be resubmitted as things change in that period of time. It states this on the bottom of the approval letter the physician receives.
22. If no billing is received in 1 year the case will be closed and not paid. Only billing received prior will be honored.
23. We usually call doctors who have not done a procedure in the last 3 months to see what is going on and if procedure has been cancelled. This is why we do one case or eye at a time.
24. All billing is sent to MDPC, Norma Callahan, PO Box 1113, DeLand, FL 32721 or send to [lionnormacallahan@yahoo.com](mailto:lionnormacallahan@yahoo.com) or fax to 1-888-447-3770. Please call or email Norma if the client is in an emergency situation (or contact Project Chair Asst. Crystal at 772-940-9939).

\*Cross-linking is not currently covered but like to request if they have insurance to still submit for denial.