

Florida Lions Foundation for the Blind - 5/11/21  
Procedure for filing an application for Eye Surgery to the FLFB

1. All applications must come from a Lions Club in MD 35 with Few Exceptions. (ask Norma)
2. Must meet with the Client and verify that they are a citizen (Florida clubs). MUST ALSO BE A FLORIDA RESIDENT (see #8). Due to the pandemic, it can be done over the phone.
3. Complete the project form completely not leaving any information blank.
4. Complete Financial Assistance Form - all of these must be current and not old ones. In the near future you will be able to fill out electronically.
5. Must verify their financial needs. If they live with other household members, they also must be included in the financial statement.
6. If they have insurance and are asking for assistance, we must have copy of the insurance card and insurance provider's phone number and that the procedure is not covered by their insurance policy.
7. If the client is on a Visa or green card, they must be current and not outdated.
8. They must show residence in the state of Florida. (FLORIDA DRIVER'S LICENSE, TAX FORMS, UTILITY BILL, or ID)
9. If it is a bilateral surgical procedure, you must have a denial by DBS. (All cases in Florida)
10. If they have Medicaid, we need to have a value of what share costing portion is on the procedures.
11. The patient must be aware and understand that we only pay surgical procedures, not office visits or testing unless included in the price. We do not cover injections or drops.
12. They must have the ability to get to the surgical site and attend the pre-op exam and or visit.
13. If the patient is diabetic, we must have a current BS and preferably A1C3.
14. We have the right to deny surgery on a diabetic if the above is not done or refused. Too many complications on surgical cases of diabetics.
16. We will refer you to the closest center that performs the procedure we are paying for as we have agreements and reduce pricing. In an emergency we may select an emergency physician. Project chair or MD project chair will make decision on surgeon. This is not patient or club's decision.
17. We will expect when possible to have a copy of the pre-op exam as well as the check for co-pay and all completed forms.
18. If the surgery has NOT BEEN performed and it is over 6 months, the 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.
19. If no billing is received in 1 year the case will be closed.
20. Once the requested procedure has been approved, it may be carried out. If another is done without prior approval (**See emergency**) these will not be paid and becomes the patient's responsibility.
21. **Emergency.** The MDPC may be reached for emergency cases (this does not include cataracts) and will be followed up by the District project chair's paperwork and co-pay.
22. If multiple procedures are done on a patient this could cost the club extra co-pays.

23. All approvals are emailed to the PC who submitted it so as to be informed of the approval of the cases.
24. **NO** cases are retro paid. Cases must have approval prior to any surgical procedure.
25. We usually do call doctors who have not done a procedure in the last 3 months that we have approved to see what is going on and if the procedure has been cancelled. This is why we do one case or eye at a time.
26. All billing is sent to MD PC (currently) P.O. Box 1113, DeLand, FL 32721. Or send an email to lionnormacallahan@yahoo.com.
27. We only pay for one anesthetic during a procedure. Some sites bill us multiple, but we only pay the price in the approval letter.
28. Must have an exam as part of the application so we can see exactly what we are approving and to see if there are any potential problems.
29. Billing can be sent via email.
30. Only email Norma if the client is unable to get to their local PC in an EMERGENCY.