



Medical Eye Services

Howard H. Tessler, M.D.

*General Ophthalmology
Uveitis
External Disease
Cornea*

Nancy A. Hamming, M.D.

*Pediatric Ophthalmology
& Strabismus*

Daniel J. Green, M.D., Ph.D.

*General Ophthalmology
Glaucoma*

Rachael A. Greenberg, M.D.

*General Ophthalmology
Cataract and Laser Surgery*

Lisa S. Thompson, M.D.

*Pediatric Ophthalmology
& Adult Strabismus*

Dear patient,

We appreciate your selection of our office for your eye care.

In this packet you will find the following forms that need to be completed in advance of your appointment:

- Patient Registration
- Refraction Service and Fee
- Phone/Email Contact
- Financial Policy
- Billing Policy
- Consent for Medical Care of a Minor
- HIPAA Policy
- Consent to Disclose Patient Medical Information
- Adult Medical History Questionnaire
- Pediatric Medical History Questionnaire

Initial visits usually take approximately one and a half hours. We ask that you please bring the following items to your appointment:

- List of medications you are currently using.
- Insurance card
- Drivers License or other State or Federal form for identification purposes.

If your insurance plan requires you to have a referral for this visit, please check with your primary care physician for the referral prior to this visit. Co-pays are collected at the time of service. If for any reason you are unable to keep this appointment please call our office to reschedule.

Sincerely yours,

The doctors and staff of Medical Eye Services

www.medeye.net

48 S. Greenleaf Avenue
Gurnee, IL 60031
Phone (847) 662-4016
Fax (847) 662-6982

900 North Westmoreland
Suite #LL 74
Phone (847) 735-0500
Fax (847) 735-1799



MEDICAL EYE SERVICES, LTD.

PATIENT REGISTRATION

Welcome to our office. Please complete the attached forms and return them to the receptionist. If you need assistance, one of our staff would be happy to help you. (Please Print)

PATIENT INFORMATION

Name _____ Age _____ Date of Birth _____
(Male / Female) (Dr. / Mr. / Mrs. / Ms.) (Single / Married / Divorced / Widowed)

Address _____ Social Security # _____

City _____ State _____ Zip Code _____

Telephone (h) _____ Telephone (w) _____ E-mail Address _____

If the patient is a minor, who is responsible for the bill? _____

Who referred you to our office? _____

Primary Care Physician _____ Telephone _____

Person that we may contact in case of an emergency:

Name _____ Relationship _____

Telephone (home) _____ Telephone (work) _____

EMPLOYMENT INFORMATION OF PATIENT (OR PARENT/GUARDIAN)

Name _____ Social Security # _____

Occupation _____ Employer _____

Employer's Address _____ Telephone _____

City _____ State _____ Zip Code _____

INSURANCE INFORMATION

Person Responsible for Account _____ Person Responsible Employed by _____

Relationship to Patient _____

Date of Birth _____ SSN _____ Business Address _____

Cell Phone _____ City _____ State _____ Zip _____

Business Phone _____ Insurance Company _____

Address (if different from above) _____ HMO POS PPO

City _____ State _____ Zip _____ ID# _____ Group# _____

ASSIGNMENT AND RELEASE

I, the undersigned, certify that I (or my dependent) have insurance coverage with _____ and assign directly to Medical Eye Services all insurance benefits, if any otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the doctor or their agent to release all information necessary to secure the payment of benefits. I authorize the use of this signature on all insurance submissions.

Signature _____ Date _____

PRIVACY POLICY

I have received the notification of Privacy Practices

Signature _____ Date _____



Medical Eye Services

48 S. Greenleaf Avenue
Gurnee, IL 60031
847-662-4016

REFRACTION SERVICE AND FEE

A refraction is a test that checks the vision for improvement with glasses or contact lenses and is included in all routine examinations. It is an essential part of an eye examination and necessary to write a prescription for glasses or contact lenses. **YOU MUST NOTIFY THE DOCTOR'S ASSISTANT IF YOU DO NOT WANT THE REFRACTION PERFORMED DURING YOUR EXAMINATION.**

Some medical insurance plans, including Medicare, do NOT cover the cost of a refraction which is \$40.00 We will submit the cost to your insurance plan and if they do not pay for it then we will send a bill to you for the cost.

Patient Acknowledgement

I have read and understand this statement:

Patient Signature (Parent for Minor)

Date

09/22/10



Medical Eye Services

**48 S. Greenleaf Avenue
Gurnee, IL 60031
847-662-4016**

Phone/Email Contact Policy

I authorize my health care provider to use an automated telephone system and/or email and to use my name, address and phone number; the name of my scheduled treating physician; and the time and place of my scheduled appointment(s) for the limited purpose of contacting me to notify me of a pending appointment and/or other health care related communication.

I also authorize my healthcare provider to disclose to third parties who answer my phone limited protected health information regarding pending appointments, and to leave a reminder message on my voice mail system or answering machine.

I also authorize the office staff and/or physician to call me at this number.

Phone Number _____

Email: _____

Signature _____ Date _____

Print Name _____



Medical Eye Services

FINANCIAL POLICY

The following information is provided to avoid any misunderstandings or disagreement concerning payment for professional services. We are committed to providing you with the best possible eye care. If you have special needs, we are here to work with you.

Our office participates with a variety of insurance plans. **It is your responsibility to:**

- Bring your insurance card(s) at every visit.
- Be prepared to pay your co-pay at each visit. Payment can be made by cash, check or credit card.
- For eye care not covered by your insurance, **payment is due at the time of service.**

In Addition:

- If you have insurance that we do not participate in our office is happy to file the claim upon request; however, **payment in full is expected at the time of service.**
- If you are unable to pay for necessary care, you may be eligible for financial assistance. It is your responsibility to inform us prior to the visit.
- It is your responsibility to bring any required referrals for treatment at, or prior to the visit. If you do not have the referral, your visit may be rescheduled, or may have financial responsibility.
- If the patient is a minor (18 years and younger), the parent or guardian or unaccompanied minor is responsible for any payments due at the time of service, bringing the necessary referrals and insurance card(s).
- If you have any questions about your insurance, we are happy to help you. Specific coverage issues, however, should be directed to your insurance company member services department (the number is on your insurance card).

Our practice firmly believes that a good physician/patient relationship is based upon understanding and communication. Questions about financial arrangements should be directed to our office. Please sign that you have read and agree to this financial policy.

Signature of Patient or Responsible Party

Date



Medical Eye Services

48 S. Greenleaf Avenue
Gurnee, IL 60031
847-662-4016

BILLING POLICIES

The best medical care can be provided only on the basis of mutual understanding. We encourage you to discuss any questions you may have regarding our policies with our billing staff.

Insurance

We participate in a variety of insurance plans and will directly bill your insurance under these plans. In this circumstance you are responsible only for applicable co-payments before the visit. If you have not met your deductible, you may pay at the time of your visit or we will bill you after we receive a response from your insurance company. We cannot accept responsibility for negotiating claims with insurance companies. You are responsible for payment of your medical care within a reasonable time, regardless of status of a claim. Services not covered by your insurance are your responsibility.

Co-payments

When your insurance specifies a co-payment (usually indicated on the identification card), this payment must be made at check-in, prior to your exam.

Prior Authorization and Vision Care Forms

Some health maintenance organization (HMO) plans require you to obtain authorization for services from your primary care provider (internist, family practitioner, pediatrician, etc.). It is your responsibility to obtain authorization from your primary care provider. This is required by your insurance before you visit our office, even when the visit is for an urgent problem. Contact your insurer if you have questions, or contact the office of your primary care provider. Some insurance companies require you to obtain a form or voucher prior to your eye exam. This can be obtained by calling your insurer directly.

We Participate with Medicare

We are participating providers under Medicare. This means we accept the fees set by Medicare for medical services covered by the Medicare program, including surgery. Medicare patients will be responsible only for co-payments, deductibles and non-covered services, such as refractions and routine eye exams.

Optical Goods

A 50% deposit is required at the time of order and the balance paid in full at the time of delivery for all contact lenses, contact lens supplies, glasses and optical accessories.

Credit Cards

For your convenience, we accept Visa, MasterCard, American Express, and Discover.

Billing

If billing is necessary, a statement will be mailed to you which is due within 30 days. Charges and payments for services received during the last few days before your billing date may appear on the following month's statement.

Insurance Counseling

Before any surgical procedure or exam which may entail greater expense, our office will provide insurance coverage information and estimate what, if any, balance may remain once insurance has paid. At your request, we will provide information on coverage to the best of our ability for any examination or procedure we perform, even when not of great expense. If special financial circumstances warrant an extended payment plan, our staff will be glad to help you.

For answers to further questions, please contact our billing department at 847-662-1298



Medical Eye Services

48 S. Greenleaf Avenue
Gurnee, IL 60031
847-662-4016

CONSENT FOR MEDICAL CARE OF A MINOR

Patient Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Birthdate: _____

Home Telephone: _____

Cellular Telephone: _____

I authorize the following people to bring my son/daughter to be seen by his/her ophthalmologist and sign any and all necessary documentation for the exam.

(1) _____

(2) _____

(3) _____

I understand that this authorization shall be valid for one (1) year unless otherwise stated below or revoked through written notice to Medical Records.

Signature of Parent/Guardian: _____

Date: _____



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 (“HIPAA”) is a federal program that requires all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, to be kept confidential. This Act gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operations.

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include a physical examination.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- **Health care operations** include the business aspects of running our practice, such as conducting quality -assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of July 1, 2010 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint. Please contact our Compliance Officer for more information.

For more information about HIPAA or to file a complaint:

The U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 819-0257
Toll Free: 1-877-696-6775

Medical Eye Services, Ltd.
HIPAA Privacy Notice



CONSENT TO DISCLOSE PATIENT MEDICAL INFORMATION

I, _____ give permission to the following people to discuss any and all treatment including any test results on my behalf including any medical information, financial information and other information related to my visit with Medical Eye Services, Ltd.:

Name	Relationship to Patient	Phone Number
------	-------------------------	--------------

Name	Relationship to Patient	Phone Number
------	-------------------------	--------------

Name	Relationship to Patient	Phone Number
------	-------------------------	--------------

Name	Relationship to Patient	Phone Number
------	-------------------------	--------------

Name	Relationship to Patient	Phone Number
------	-------------------------	--------------

Patient Signature

Date



Medical Eye Services

48 S. Greenleaf Avenue
Gurnee, IL 60031
847-662-4016

Adult Medical History Questionnaire

Name: _____ Birth Date: _____

Name of physician referring you: _____ Physician Phone: _____

Physician Address: _____ Date of last eye exam: _____

REVIEW OF SYSTEMS

Do you currently have any problems in the following areas? If "yes", provide information.

	YES	NO	EXPLANATION OF PROBLEM
Constitutional Symptoms			
Fever	<input type="checkbox"/>	<input type="checkbox"/>	_____
Weight loss	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eyes			
Loss of vision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Blurred vision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Distorted vision (halos)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loss of side vision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Double vision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dryness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mucous discharge	<input type="checkbox"/>	<input type="checkbox"/>	_____
Redness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sandy or gritty feeling	<input type="checkbox"/>	<input type="checkbox"/>	_____
Itching	<input type="checkbox"/>	<input type="checkbox"/>	_____
Burning	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foreign body sensation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excess tearing/watering	<input type="checkbox"/>	<input type="checkbox"/>	_____
Occasional tearing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glare/Light sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eye pain or soreness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chronic infection of eye or lid	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sties, Chalazion	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fluctuating visual acuity	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tired eyes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ears, nose, mouth, throat			
Sinus congestion	<input type="checkbox"/>	<input type="checkbox"/>	_____
Runny nose	<input type="checkbox"/>	<input type="checkbox"/>	_____
Post-nasal drip	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chronic cough	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dry throat/mouth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory (lungs/breathing)			
Chronic bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cardiovascular (heart/blood vessels)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gastrointestinal (stomach/intestines)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Genitourinary (genitals/kidney/bladder)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Musculoskeletal			
Joint pain	<input type="checkbox"/>	<input type="checkbox"/>	_____
Integumentary (skin and/or breast)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	_____
Psychiatric	<input type="checkbox"/>	<input type="checkbox"/>	_____
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hematologic/Lymphatic			
Blood	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lymph nodes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Swelling	<input type="checkbox"/>	<input type="checkbox"/>	_____
Allergic/Immunologic	<input type="checkbox"/>	<input type="checkbox"/>	_____
Head allergy symptoms	<input type="checkbox"/>	<input type="checkbox"/>	_____
Psychiatric	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAST HISTORY

List any medications you take:

List all major illnesses and injuries:

List any surgeries you have had:

Have you had crossed eyes, lazy eye, drooping eyelid, prominent eyes?

	YES	NO
Do you have allergies to any medications?	<input type="checkbox"/>	<input type="checkbox"/>

If YES, list medications:

FAMILY HISTORY

	YES	NO	EXPLANATION OF PROBLEM
DISEASE			
Blindness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cataract	<input type="checkbox"/>	<input type="checkbox"/>	_____

FAMILY HISTORY-Continued

Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Macular degeneration	<input type="checkbox"/>	<input type="checkbox"/>	_____
Retinal detachment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cancer .	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart attacks	<input type="checkbox"/>	<input type="checkbox"/>	_____
High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kidneydisease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lupus	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sjogrens Syndrome	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

SOCIAL HISTORY

Current occupation: _____

Do you drive?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have visual difficulty when driving?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have problems with night vision?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever tried to wear contacts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently wear glasses?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, how long have you had the current pair?	<input type="checkbox"/>	<input type="checkbox"/>
Do you drink alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, how many glasses a day	_____	_____
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>
if YES, how many packs a day	_____	_____
Have you ever had a blood transfusion?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been in intimate contact with a person who had a sexually transmitted disease?	<input type="checkbox"/>	<input type="checkbox"/>

Patient Signature: _____ Date: _____

History Reviewed: No changes Additions as noted above

Physician Signature: _____ Date: _____



Pediatric Medical History Questionnaire

Child's Name: _____ Birth Date: _____

Date of last eye exam: _____ By what name does your child like to be called: _____

Pediatrician or Family Doctor: _____

REFERRING PHYSICIAN

Name of Physician Referring you: _____
Referring Physician Street Address: _____
City: _____
State: _____
Postal Code: _____
Telephone Number: _____

Chief Complaint or Reason for Visit: _____

BIRTH HISTORY

Was your child born prematurely? YES NO
If yes, what was your child's birth weight?
Gestational age:
Length of hospital stay:
Complications:

DEVELOPMENT HISTORY

Began to walk at what age?
Began to talk at what age?
Any delays?

SOCIAL HISTORY

Name of school:
Grade in school:

Any problems with distance vision? YES NO
Any problems with reading?
Has your child been diagnosed with ADD or ADHD?
Does your child have any learning disabilities:
If yes, please explain:

MEDICAL HISTORY

What medical problems has your child had?

Has your child been hospitalized? YES NO
If yes, what dates and reason?

SURGICAL HISTORY

Has your child ever had surgery? YES NO

If yes, what dates? _____
For what procedures: _____

ALLERGY HISTORY

List any allergies your child may have: _____

MEDICATION HISTORY

List any medications your child is taking including the dose: _____

FAMILY HISTORY

Is there any family history of: YES NO
Amblyopia (lazy eye)
Strabismus (crossed or wandering eye)
Cataracts
Glaucoma
Diabetes
Other eye disease.

Is there any other information you would like to share with us about your child?

REVIEW OF SYSTEMS

Do you currently have any problems in the following areas? If "yes", provide information.

YES NO
Ears, nose, mouth, throat _____
Respiratory (lungs/breathing) _____
Cardiovascular (heart/blood vessels) _____
Gastrointestinal (stomach/intestines) _____
Genitourinary (genitals/kidney/bladder) _____
Musculoskeletal _____
Integumentary (skin and/or breast) _____
Neurological _____
Psychiatric _____
Endocrine _____
Hematologic/Lymphatic/Blood _____
Allergic/Immunologic _____

Parent/Guardian Signature: _____ Date: _____

Update: _____ Date: _____

Update: _____ Date: _____

Physician Signature: _____ Date: _____