



*Clear Vision for the Future*

# Pediatric Eye Specialists

**Welcome to Pediatric Eye Specialists!**  
**We look forward to caring for you or your child.**

This letter and the included forms help us provide the very best care and help you to know what to expect on your first visit. In this packet, you'll find these forms:

- Patient Profile
- Patient History
- Medical Records Release
- Notice of Privacy Practices
- Financial Responsibility
- Authorization/Consent

Please fill these out before you arrive and give them to the receptionist upon checking in. We have also included a pre-appointment checklist and a map to our office.

Your insurance company may require a completed referral form for your visit. If so, we must have the referral on file before we can serve you, unless you choose to pay for the exam on the day of your appointment. Your primary care physician (usually your pediatrician) should send our office a referral at least one week prior to your visit. Although we can't be responsible for obtaining referrals, we'll be happy to confirm we have received one if you call two or three days before your appointment.

Please understand that insurance plans typically cover medical conditions such as strabismus (crossed eyes), amblyopia (lazy eye), headaches, cataracts, infections, ptosis (droopy eyelid), etc., **but normally do not cover routine exams and exams for glasses. Please be aware that your insurance may not pay for your exam.** If not, the patient or the patient's guardian will be responsible for the exam fee. To avoid any unexpected expense, confirm your benefits with your insurance company prior to your child's visit.

We'll need to see either your or your child's insurance card and a parent's driver's license or photo ID of one parent at each visit. If someone other than a parent accompanies the child, please bring proof of guardianship or a note signed by one parent providing permission to examine the child. The law requires that we have this documentation prior to examining a child.

If you or your child has a pair of glasses, **please bring them to the appointment**, even if they are broken, scratched or old. The exam will begin with a screening by someone specially trained to assess visual needs. Afterward, we may place drops in the patient's eyes to dilate the pupils. These drops require about 30 minutes to work. Dilation makes the eyes sensitive to sunlight for up to 24 hours and blurs near vision for four to six hours. Once the eyes are dilated, the doctor will complete the evaluation. **You should plan on your first visit requiring about two hours.**

**Should you find yourself unable to keep your appointment, please notify us at least 24 hours prior to your appointment time.** We often have a waiting list of patients. If we know you will not be able to keep the appointment, timely notification will allow us to help one of these children in your place. If you are unable to arrive within 20 minutes after your scheduled appointment time, please call to reschedule for a later date. If you arrive between five and 20 minutes after your scheduled appointment time, we will honor your appointment, but please be aware that you may have to wait longer as we must give priority to those who arrive as scheduled.

Please feel free to call us with any questions.

*Sincerely,*

**The Doctors and Staff of Pediatric Eye Specialists**

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