



MINNESOTA EYE CONSULTANTS, P.A.

LOCATIONS

Blaine Office:

Phone: (763) 421-9410

Fax: (763) 421-8297

Bloomington Office:

Phone: (952) 888-5800

Fax: (952) 884-2656

Falcon Heights Office:

Phone: (651) 558-2020

Fax: (952) 567-6156

Maplewood Office:

Phone: (651) 748-4444

Fax: (651) 748-4445

Minneapolis Office:

Phone: (612) 813-3600

Fax: (612) 813-3601

Minnetonka Office:

Phone: (763) 553-1142

Fax: (763) 553-1137

TOLL FREE

800-EYE-TO-EYE

1-800-393-8639

INTERNET

www.mneye.com

Welcome! We are glad you have chosen Minnesota Eye Consultants for your eye care needs. We look forward to seeing you at your upcoming appointment.

Name: _____ Date/Time: _____

Location: _____ Doctor: _____

Before Your Appointment

- Please **complete both sides** of the enclosed Registration Form and Medical History Questionnaire.
- Please **review and sign** the Patient Agreement.
- Please contact your insurance company to **verify your well vision and medical coverage**. An appointment may be billed as a well vision or medical visit depending on the reason for your visit, tests and/or procedures performed, and ocular pathology discovered during your visit. If you have questions, please contact a patient account representative at (952) 567-6063.
- If your medical clinic is listed on your insurance card, you may be required to receive a referral. Please contact your clinic's referral department for more information. If you have questions, please contact a patient account representative at (952) 567-6063.

Day of Your Appointment

- Please bring completed forms, insurance card(s), and a photo ID.
- **Co-pays are due at the time of your appointment.**
- For services not covered by your insurance, payment is due at the time of your appointment. Discounts may be available for certain services. Please ask front desk staff for more information.
- If you wear contact lenses, please bring a back-up pair of glasses in a protective case.
- Routine visits may take up to an hour, while medical and surgical evaluations may take between 2-3 hours. Please plan accordingly.

As part of your appointment, **your pupils may be dilated**. For some, dilation may cause light sensitivity and blurry vision. These effects may last for several hours and protective eyewear is recommended.

If your doctor recommends surgery and your body mass index (BMI) is above 45, regulations may require that your surgery be scheduled at Phillips Eye Institute in the Allina Health System. Not all of our doctors perform surgery at Phillips Eye Institute. If you have questions about BMI or Phillips Eye Institute before your appointment, please contact a Patient Care Coordinator at (952) 888-5800.

We have enclosed a map to assist you in finding our clinic. If you should have any questions or concerns before your appointment, please contact us at (952) 888-5800 or visit us online at www.mneye.com.

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REGISTRATION FORM

Patient Information

Last Name: _____ **First Name:** _____ **MI:** _____

Nickname: _____ **SSN:** _____

Birth Date: _____ **Sex:** Male Female

Address: _____
STREET CITY / STATE / ZIP

Home Phone: _____ **Alternate Phone:** _____

Cell Phone: _____ **E-Mail:** _____

Preferred Language: _____ **Interpreter Required?** Yes No

Marital Status: Single Married Widowed Divorced Separated Other: _____

Emergency Contact: _____

Phone Number: _____ **Relationship:** _____

Referring Provider: _____ **Primary Care Provider:** _____

Clinic: _____ **Clinic:** _____

How did you hear about Minnesota Eye Consultants (check all that apply)?

- | | |
|--|--|
| <input type="checkbox"/> Referring Provider: _____ | <input type="checkbox"/> Word of Mouth: _____ |
| <input type="checkbox"/> Television / Radio: _____ | <input type="checkbox"/> Internet: _____ |
| <input type="checkbox"/> Mailing: _____ | <input type="checkbox"/> Magazine / Newspaper: _____ |
| <input type="checkbox"/> Event / Exhibit: _____ | <input type="checkbox"/> Other: _____ |

Cultural Background Information

Federal healthcare programs require that we collect and report patient race and ethnicity data in an effort to identify and improve healthcare disparities among various racial / ethnic groups. This information is confidential, and will not impact your care at Minnesota Eye Consultants. Your response is voluntary, and you may select "Decline to Specify".

Race (select as many that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Decline to Specify

Ethnicity (select one)

- Hispanic or Latino
- Non-Hispanic or Latino
- Decline to Specify

MyMEC Patient Portal

The patient portal is a convenient and secure way to access your health information, as well as communicate with your eye care team. If you are not yet enrolled, we will complete your enrollment at the time of your appointment. You will receive instructions to complete registration to participate in the patient portal when enrollment has been completed. Participation is encouraged but not required.

Pharmacy Information

Pharmacy Name: _____ Phone Number: _____

Location / Address: _____

Insurance Information

Primary Insurance: _____ Policy #: _____

Group #: _____ Subscriber Name: _____

Subscriber Date of Birth: _____ Relationship: _____

Secondary Insurance: _____ Policy #: _____

Group #: _____ Subscriber Name: _____

Subscriber Date of Birth: _____ Relationship: _____

Responsible Party (Guarantor) Information

Guarantor Name (if different from patient): _____

Guarantor Date of Birth: _____ Phone: _____

Address (if different from patient): _____

Guardianship / Medical Power of Attorney

Do you have a legal representative, or does someone make medical decisions for you? Yes No
If you answered "Yes", please provide a copy of legal guardianship / power of attorney paperwork.

Name: _____ Phone: _____

Hospice Care

Are you currently under inpatient or outpatient hospice care? Yes No

Hospice Care Service: _____ Phone: _____

PATIENT AGREEMENT

OFFICE USE ONLY

PN: _____

DOS: _____

Consent for Treatment

I authorize Minnesota Eye Consultants to assess and treat me, complete tests, and administer medications considered necessary or advisable. I understand that my healthcare provider is available to explain the purpose of any procedure and that I have the right to refuse, even if against medical advice.

I understand that my pupils may be dilated as part of the appointment. For some, dilation and other drops used during the visit may cause light sensitivity and blurry vision for a period of time.

Minors

A minor child needs an Agreement signed by a parent or guardian. By signing the Agreement, the parent or guardian assumes responsibility for information on behalf of the patient. It is strongly recommended that a parent or guardian accompany a minor to all appointments. Minnesota Eye Consultants reserves the right to request identification of any adult accompanying a minor. In the event that a parent or guardian is unable to accompany a minor to an appointment, please contact us at 952-888-5800, in addition to signing this form.

Release of Protected Health Information to Health Care Providers

I authorize the release or retrieval of my health information, including prescription medication history and other information related to health care services for health care operations to or from third party pharmacy benefit payers, other health care facilities, and other providers who may be involved in my care and the continuation of my care for up to one year. A release may be revoked by me in writing at any time.

Communication

I authorize Minnesota Eye Consultants to leave detailed voicemail at the phone number(s) I have provided.

Disclosure of Protected Health Information (PHI) to Specific Individuals

I authorize disclosure of my health information, including appointment and billing information, to the following individual(s) involved in my care and the coordination of my care.

Spouse / Significant Other: _____ Parent / Guardian: _____

Child / Children: _____ Other: _____

If I would like a copy of my health information released to me or any individual(s), I will request and submit an Authorization for Release of Medical Information. A release may be revoked by me in writing at any time.

For medical records questions, please contact a medical records assistant at (952) 888-5800.

Research

I understand that in order to provide patients access to the most advanced ophthalmic technology, Minnesota Eye Consultants works closely with numerous ophthalmic and pharmaceutical partners to participate in clinical trials and/or outcome studies involving the latest procedures, equipment and medications, and to teach other ophthalmologists about these advances. Medical records may be released for the purpose of medical or scientific research for up to one year unless revoked by me in writing at any time.

Notice of Privacy Practices

I acknowledge that I have been made aware of Minnesota Eye Consultants' privacy practices, which are posted in the waiting room. I understand that a copy of the Notice of Privacy Practices is available at my request, and if I would like a copy, I will ask for one.

Proprietary Interest

This is to inform you that your physician/surgeon may have a proprietary interest in the Minnesota Eye Laser and Surgery Centers. If you have further questions, please contact your physician or the Director of Surgical Operations.

Insurance Authorization & Assignment of Benefits

I authorize Minnesota Eye Consultants, on behalf of myself and/or my dependents, to furnish medical records and other information related to health care services provided by Minnesota Eye Consultants to Medicare, my insurance company or health maintenance organization, other payers, payer network organizations, including accountable care organizations, in which Minnesota Eye Consultants participate, and the contractors and third party administrators of any of these parties, as may be necessary for the payment of a bill, determination of benefits, utilization and quality review purposes, or health care operations. I hereby assign all authorized medical and surgical benefits to which I am entitled, and I request payment of all such authorized benefits be made on my behalf, to Minnesota Eye Consultants for any services furnished by Minnesota Eye Consultants.

I authorize Medicare, my insurance company or health maintenance organization, other payers, payer network organization, including accountable care organizations, and their contractors and third party administrators, to share my medical records and information obtained from Minnesota Eye Consultants, other providers from whom I have received services, or any other payer, payer network organization, including accountable care organizations, in which Minnesota Eye Consultants participates, and the contractors and third party administrators of these parties, as needed for payment and health care operations.

For insurance and billing questions, please contact a patient account representative at (952) 567-6063.

Routine vs. Medical Coverage

Office visits may be categorized as either "routine" or "medical". A comprehensive "routine" vision exam may contain the same elements as a comprehensive "medical" eye exam. The type of eye exam you have is determined by the reason for your visit, tests and/or procedures performed, and ocular pathology discovered during your visit. Routine vision exams typically produce diagnoses such as nearsightedness or astigmatism, while medical eye exams may produce diagnoses such as glaucoma or conjunctivitis. Please verify your routine and medical coverage with your insurance company.

Financial Responsibility

Minnesota Eye Consultants contracts with most major insurance plans; however, I acknowledge that it is my responsibility to confirm specific health plan coverage and benefit levels. I understand that I am financially responsible and agree to pay any charges for care rendered to me not covered by my insurance plan or if I do not have active insurance coverage. I agree that for services rendered to me by Minnesota Eye Consultants, I will pay my account at the time of service or upon insurance claim processing.

If payment plan consideration is necessary, I understand that it is my responsibility to call and make financial agreements satisfactory to Minnesota Eye Consultants for payment.

Any benefits of any type under any policy of insurance or any other party liable to the patient, is hereby assigned to Minnesota Eye Consultants. If copayments and/or deductibles are assigned by my insurance company or health plan, I agree to pay them to Minnesota Eye Consultants. However, it is understood that the undersigned and/or the patient are primarily responsible for the payment of my bill.

By signing below, you acknowledge that you have read and understand the above Patient Agreement.

(Signature of Patient/Authorized Representative)

(Date)

(Patient Name)

(Date of Birth)

| | |
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MEDICAL HISTORY QUESTIONNAIRE

Name: _____ Date of Birth: _____

Vision Correction – Do you wear glasses? No Yes Do you wear contact lenses? No Yes

Reason(s) for Visit – In your own words, please describe the reason for your visit today:

Visual Function Questions – Please check if you are experiencing difficulty with any of the following:

| No | Yes | | No | Yes | |
|----|-----|----------------------------------|----|-----|-------------------------------|
| | | Reading Small Print | | | Watching Television |
| | | Reading Traffic or Street Signs | | | Driving at Night |
| | | Driving in Bright Light | | | Seeing Steps, Curbs or Stairs |
| | | Glare or Halo | | | Floaters or Flashes |
| | | Dry, Red, Sandy or Itchy Feeling | | | Other: |

Allergies – Please list all known medication (including intravenous contrast dye and anesthetics) and environmental (including seasonal, food and latex) allergies or indicate NO KNOWN ALLERGIES.

| Allergy | Reaction | Allergy | Reaction |
|---------|----------|---------|----------|
| | | | |
| | | | |

Current Medications – Please list all current prescribed medications (including eye drops and medical cannabis), over-the-counter medications, vitamins and supplements or indicate NO MEDICATIONS.

| Name | Dosage | Frequency | Name | Dosage | Frequency |
|------|--------|-----------|------|--------|-----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Review of Symptoms – Please check if you are experiencing any of the following:

| N | Y | Constitutional | N | Y | Cardiovascular | N | Y | Endocrine | N | Y | Integumentary |
|---|---|----------------|---|---|-----------------------|---|---|-------------------|---|---|--------------------|
| | | Fatigue | | | Chest Pain/Pressure | | | Cold Intolerance | | | Hives |
| | | Fever | | | Irregular Heartbeat | | | Heat Intolerance | | | Rash |
| N | Y | HEENT | N | Y | Gastrointestinal | N | Y | Neurological | N | Y | Musculoskeletal |
| | | Bulging Eyes | | | Abdominal Pain | | | Imbalance | | | Back Pain |
| | | Hearing Loss | | | Constipation/Diarrhea | | | Headache | | | Joint Stiffness |
| | | Sinus Problems | | | Nausea/Vomiting | | | Memory Difficulty | | | Muscle Weakness |
| N | Y | Respiratory | N | Y | Genitourinary | N | Y | Psychiatric | N | Y | Hematologic |
| | | Asthma | | | Pain with Urination | | | Depressed Mood | | | Bleeding |
| | | Cough | | | Blood in Urine | | | Irritability | | | Bruising |
| | | Wheezing | | | | | | | | | Tender Lymph Nodes |

Current Height: _____

Current Weight: _____

Past Ocular and Surgical History – Please check if you have received treatment (including eye drops and medical cannabis) or had surgery for any of the following conditions (note type):

| No | Yes | | No | Yes | |
|----|-----|----------------------|----|-----|----------------|
| | | Cataract: | | | Cornea: |
| | | Glaucoma: | | | LASIK: |
| | | Oculoplastic: | | | Retina: |
| | | Other: | | | Other: |

Personal and Family Health History – Please check if you or a family member have / have had any of the following or indicate NO RELEVANT PERSONAL HISTORY NO RELEVANT FAMILY HISTORY.

| | Self | Mother | Father | Sister | Brother |
|----------------------------------|------|--------|--------|--------|---------|
| Allergies | | | | | |
| Anxiety | | | | | |
| Auto-Immune Disorder (note type) | | | | | |
| Blindness | | | | | |
| Cancer (note type) | | | | | |
| Cataracts | | | | | |
| Corneal Disease | | | | | |
| Diabetes (note type) | | | | | |
| Depression | | | | | |
| Glaucoma | | | | | |
| Heart Disease | | | | | |
| High Blood Pressure | | | | | |
| High Cholesterol | | | | | |
| Lazy Eye | | | | | |
| Macular Degeneration | | | | | |
| Migraines | | | | | |
| Retinal Disease | | | | | |
| Seizure Disorder | | | | | |
| Stroke | | | | | |
| Thyroid Disorder | | | | | |
| Other: | | | | | |
| Other: | | | | | |

Females: Are you currently pregnant? No Yes Are you currently breastfeeding? No Yes

Social History

Have you ever used tobacco? No Yes - If yes: Former Current Every Day Current Some Day
 Tobacco Product: Cigarette Cigar/Cigarillo Pipe Snuff/chew Smokeless Other: _____
 Do you drink alcohol? No Former Yes - - If yes: ____ drinks per Day Week Month Year
 Do you drink or consume caffeine? No Yes - - If yes: Coffee Energy Drinks Soda Tablets
 Occupation: _____ Status: Full Time Part Time Retired / Other



Insurance and Billing Information

As a courtesy, Minnesota Eye Consultants has compiled commonly requested insurance and billing information for your reference. If you have questions, contact a Patient Account Representative at (952) 567-6063.

Co-pays and payment for any non-covered services are due at the time of service.

Medicare

If you have Medicare, our office will bill Medicare and any secondary insurance. You are responsible for the following:

- Any deductibles and co-pays
- Up to 20% of allowed charges
- Routine eye examinations and refraction charges
- Payment of any service that does not meet Medicare guidelines for medical necessity
- Payment of any other non-covered service

Medicaid (Minnesota Only)

If you have Medicaid, you are required to present a current Medicaid card at every visit. You are responsible for the following:

- A \$3.00 co-pay
- Payment of any non-covered service

Managed Care HMO & PPO Plans

If you have HMO or PPO coverage, you may be required to obtain an insurance referral for many of our services. It is your responsibility to obtain all insurance referrals before services are provided. You may obtain an insurance referral by calling the referral department of the clinic listed on your insurance card. If you fail to obtain an insurance referral and service coverage is denied, you are responsible for payment of the balance in full.

Commercial Plans

If you have a commercial plan, our office will bill your insurance. If payment from your insurance has not been received within 30 days, you are responsible for payment of the balance in full. You are also responsible for any deductibles and co-pays, and payment of any non-covered services.

Routine Vision Plans

Some employers offer separate vision benefit plans that cover routine eye examinations, often called "Carve Out" plans, which are different from your medical coverage. Minnesota Eye Consultants DOES NOT participate with the following plans:

- VSP (Vision Service Plan)
- EyeMed
- Spectera
- Cole Managed Vision
- Amerisight

If you have this type of vision plan, you will be responsible for payment of the balance in full. If you are scheduled for a routine eye examination, please review your vision benefits carefully. *This DOES NOT apply to LASIK or Refractive Evaluation services.*

Routine versus Medical Coverage

Coverage of routine eye examinations and refraction vary by insurance plan, and coverage may change from year to year. Please verify coverage before your appointment.

An appointment may be billed as a routine or medical visit depending on the reason for your visit, tests and/or procedures performed, and ocular pathology discovered during your visit. Generally, an examination may be billed as “routine” when a patient has no specific illness or injury, symptom or complaint that requires diagnosis and treatment.

A refraction is a test that is used to determine any optical defect present in the eye. A refraction is necessary for the following:

- A prescription for best corrective lenses
- A determination of the progression or diagnosis of certain ocular conditions
- A determination for the basis of your visual complaints

Minnesota Eye Consultants will submit any charge for refraction on your behalf to your insurance for determination of coverage. However, if you know that refraction is not covered, you may pay at the time of service and receive a 20% discount.

Billing Cycle

If your insurance information has been verified at the time of your appointment, you will not receive a billing statement until:

- Your insurance company has denied a claim
- Your insurance company has paid a claim, leaving co-insurance before deductible or a non-covered service
- Your insurance company has not responded to a claim

Contact Lens Removal Policy Refractive or Cataract Surgery Evaluations ONLY

The physicians and staff at Minnesota Eye Consultants want to make every effort to ensure you have the best visual outcome following any refractive or cataract procedure. Therefore, we ask that you adhere to the recommended clinical protocols for the removal of contact lenses in advance of your evaluation.

Wearing contact lenses, especially over a long period of time, may temporarily alter the shape of the front surface of the eye (the cornea). This alteration of shape may influence critical measurements taken in preparation for your procedure.

It is essential that contact lenses are removed, and your eyes allowed to “rest,” for a period of time in advance of your appointment. *If contact lenses are worn during the recommended removal period, there is a strong possibility that the measurements and procedure will need to be rescheduled for a later date.*

Please Adhere to the Following Guidelines for Contact Lens Removal

For those who have not had an eye examination to take the following measurements:

- Toric lenses and hard contact lenses, including gas permeable, must be removed for a minimum of 3 weeks before a *refractive or cataract evaluation.*
- Soft contact lenses must be removed for a minimum of 2 weeks before a *refractive or cataract evaluation.*

For those who have had an evaluation and the necessary measurements taken by your primary eye care provider, but who have not been evaluated by Minnesota Eye Consultants:

- Toric lenses and hard contact lenses, including gas permeable, must be removed for a minimum of 3 weeks before the date of *refractive or cataract surgical procedure.*
- Soft contact lenses must be removed for a minimum of 2 weeks before the date of *refractive or cataract surgical procedure.*

If you have questions or concerns related to the contact lens removal guidelines, please contact a Patient Care Coordinator at (952) 888-5800.