



James F. Conrad, M.D.

Phone: 615.383.4303

Michael J. Dieckhaus, M.D.

Fax: 615.269.4970

Walter W. Frey, M.D.

Frank H. Scott, M.D.

Phone: 615.297.6591

Rebecca J. Taylor, M.D.

Fax: 615.915.5091

WELCOME TO OUR PRACTICE

Thank you for choosing our practice to participate in your eye care needs. Drs. Conrad, Dieckhaus, Frey, Scott, Taylor and staff look forward to serving you!

We are enclosing your New Patient Forms. Please fill out all forms **completely** and bring them with you to your appointment. Completed forms will expedite your check in process and help us provide the most comprehensive medical care. Also bring the following:

- **Insurance Cards** including a **referral authorization** for a specialist if required. Please have your primary care physician fax it to us prior to your appointment. Without a referral, your visit is not billable to insurance and all charges will be considered self pay due at the time of service or be rescheduled. (This includes but is not limited to HealthSpring, Cigna Connect and other HMO's)
- **Photo ID**
- **List of medications**
- **Prescription glasses or over the counter readers**
- **Wear your contact lenses** if you want your prescription evaluated and renewed.
- **Masks are optional**
- **Come alone if possible for social distancing in our waiting area**
- Please allow 1 to 1 ½ hours for your examination.

Can't make it? Call us!

We have reserved a time and prepared for your visit. We would appreciate the opportunity to give that time to another patient if this appointment no longer meets your needs. Please give 24 hours' notice for cancellations or there will be a **\$25 fee**. This fee will be assessed to patients who do not show for the scheduled appointment.

Medical/Vision Plans

We are a medical/surgical practice that accepts assignments from Medicare and many other plans. It is the patient's responsibility to verify coverage prior to an appointment. Coverage does not guarantee payment of all claims. You are responsible for all non-covered services.

VISION PLANS do not cover the full medical exams that our surgeons provide. We are not providers for vision only plans.

Please visit our website at www.nashvillevision.com for more information about our providers, locations, services and frequently asked questions.

CHART # _____

PATIENT INFORMATION				
Circle how you were referred to us:		Internet/Website	Patient	Referring Physician/Other
Patient Name	Last	First	MI	
Street or PO Box				
City	State	Zipcode		
Home Phone			Cell phone	
Work Phone			Employer	
Occupation			Are you retired	yes no
Birth Date	/	/	Sex	Male Female
Age			Marital Status	Married/Spouse's Name:
Social Security #	-	-	Single	Divorced Widowed
Email address	<i>This may be used for contact lens orders or appointment confirmation.</i>			
Emergency Contact Name	Relationship to contact			
Emergency Contact Phone				
Primary Care Physician	PCP phone			
RESPONSIBLE PARTY	(if not same as patient)			
Name	Last	First	MI	
Address	Street	City	State	Zipcode
MEDICAL INSURANCE				
Primary Insurance Name:				
Insured Name (if not patient)		Insured Birth Date (if not patient)		
Insured ID and Group #				
Patient's Relationship to the Insured Circle Spouse or Dependent				
Secondary Insurance Name:				
Insured Name (if not patient)		Insured Birth Date (if not patient)		
Insured ID and Group #				
Patient's Relationship to the Insured Circle Spouse or Dependent				



Explanation of Refraction Services

One of the most important parts of a comprehensive eye exam is the refraction. Refraction is the part of the exam that determines the best visual acuity and function of your eyes, which is essential medical information for us to assess your eye health. It also lets us know if we can improve your vision with corrective lenses and provides the glasses prescription to do so. It is not a covered service by Medicare and most other insurance plans. These plans consider this a **vision service** not a **medical service**.

The refraction service fee is **\$50.00** and is collected at the time of service. Should your insurance pay for this service we will reimburse you.

Explanation of Contact Lens Services and Evaluation Fees

The charge for evaluating and determining your suitability for contact lens wear *is not included* in the comprehensive medical exam fee. A comprehensive eye exam must be performed prior to a contact lens exam to conclude the eyes are healthy for wearing lenses in them.

A contact lens prescription renewal evaluation can be provided for current wearers during the comprehensive exam visit. We will verify the fit, comfort and check visual acuity. We will renew or make changes to your lens type/power during the visit and the prescription will be valid for a year unless your physician prescribes otherwise. The service fee is **\$15.00** and is collected at the time of service. New wearers will be fitted at a different appointment with one of our professional contact lens staff. A summary of expectations and fees is given after the exam.

The evaluation fee is a professional service that does not include the cost of the lenses. Contact lenses are considered **elective vision correction** and medical insurances do not cover elective services.

Effective 1/2023



PATIENT FINANCIAL RESPONSIBILITIES

In consideration for services being rendered to the patient by *NASHVILLE VISION ASSOCIATES, PLC* understand and agree to the following:

- 1.) I understand that payment for known deductibles, co-payments and any other noncovered charges are due on the date of service. If I cannot or will not pay at the time of service, the practice reserves the right to refuse treatment or to reschedule my appointment.
- 2.) I hereby authorize *NASHVILLE VISION ASSOCIATES, PLC* to file with my insurance carrier and I assign payment of medical benefits to *NASHVILLE VISION ASSOCIATES, PLC*.
- 3.) I will keep my account current as to charges for which I am responsible. If I fail to pay such charges, *NASHVILLE VISION ASSOCIATES, PLC* is entitled to take whatever necessary action is required to collect such balances.
- 4.) I understand that my insurance benefits and referral requirements are my responsibility. ***It is my responsibility to obtain my referral PRIOR to my appointment.*** I understand that benefits can vary widely with any given carrier and that *NASHVILLE VISION ASSOCIATES, PLC* does not have knowledge of each individual policy holder's plan/coverages.
- 5.) I authorize release of any and all medical records and/or information necessary to *NASHVILLE VISION ASSOCIATES, PLC* for continuation of care and processing claims for services.
- 6.) I will inform *NASHVILLE VISION ASSOCIATES, PLC* of any change in personal information such as name, address, telephone numbers and insurance coverage.
- 7.) We will file your insurance claim as a courtesy. If you do not have your current insurance information on the date of service, your account will be self pay.
- 8.) I will make a reasonable effort to notify *NASHVILLE VISION ASSOCIATES, PLC* with a 24 hour notice if I cannot make my scheduled appointment. I understand that a \$25 fee may be incurred if proper notice is not given.

SIGNATURE REQUIRED ON THE PATIENT ACKNOWLEDGEMENT FORM

THIS COPY IS FOR YOU TO KEEP

Nashville Vision Associates, PLC

SUMMARY OF PRIVACY PRACTICES

This summary of our privacy practices is a condensed version of our Full Notice of Privacy Practices. *Our full-length Notice is available in person upon request and on our website at nashvillevision.com.*

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY ACCESS YOUR INFORMATION.

We understand that your medical information is personal to you, and we are committed to protecting the information about you. As your patient, we create medical records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your protected health information is kept private.

Here are a few examples of how we use and disclose your information:

- ❖ For medical treatment, including referring you to another health care provider
- ❖ To obtain payment for our services
- ❖ In emergency situations
- ❖ For appointment and recall reminders
- ❖ For worker's compensation programs
- ❖ To avert a serious threat to public health or safety including correctional facilities
- ❖ To meet requirements of military command authorities both domestic and foreign
- ❖ In response to requests arising from lawsuits, audits, investigations required by government or national security
- ❖ To coroners, medical examiners or funeral directors to carry out their duties
- ❖ For appointment reminders via fax, telephone, mail, email, or other approved secure methods

You have certain rights regarding the information we maintain about you. These include:

- ❖ The right to inspect and copy
- ❖ The right to amend
- ❖ The right to an accounting of disclosures
- ❖ The right to request restrictions
- ❖ The right to confidential communication for requests in writing
- ❖ The right to a paper copy of this notice

For more information about these rights, please see the detailed Notice of Privacy Practices.

If you feel that your privacy rights have been violated, you may submit a complaint in writing to the Practice Manager, 4306 Harding Pike, Nashville, TN 37205. You will not be penalized for filing a complaint.



Nashville Vision Associates, PLC INSTRUCTIONS TO SET UP TEXT REMINDERS

THIS IS AN OPTIONAL SERVICE

1. Go to your messaging app on your phone
2. In the “To” area, type “[622622](tel:622622)”
3. In the “Message” area type the word “[Eyeballs](#)”
4. Hit send
5. You will receive a confirmation text back to let you know your service has been set up.
 - ❖ If you get an error message, either your phone or your carrier has an issue with these types of messaging services. Contact your customer service department with your carrier for help.

MISSED APPOINTMENTS WITHOUT 24 HOUR NOTICE WILL INCUR A \$25 FEE.



PATIENT ACKNOWLEDGEMENT FORM

Patient Name (printed) _____ Date of Birth _____

_____ Initialing here indicates that I received and agree to the terms of the **Financial Policy**.(5/2019)

_____ Initialing here indicates that I give **consent** to receive medical care.

_____ Initialing here indicates that received the policy on refractions and contact lens fitting fees.(8/2018)

_____ Initialing here indicates that I received a **Summary of Privacy Practices**.(3/2018)

I authorize the following, in addition to myself, to discuss my medical care or financial account:

1. _____ relationship to patient _____
2. _____ relationship to patient _____
3. _____ relationship to patient _____

OR

_____ I do not wish to authorize anyone else to have access to my records as stated above.

Optional:

_____ Initialing here indicates that I received instructions to set up my text reminders for my appointments. I understand I must follow those instructions on my personal cell to activate this feature.

My cell number is _____. (Updated 6/2021)

Optional:

_____ Initialing here indicates that I authorize receiving email messages to **this email account**

_____ regarding general reminders or contact lens information. (Updated 6/2021)

(Email address here)

NASHVILLE VISION ASSOCIATES, PLC is not obligated to administer care without agreement to these terms. Your signature indicates agreement to all policies listed above for the duration of services.

Patient or Responsible Party Signature

Date

MEDICAL HISTORY QUESTIONNAIRE  Please complete front and back

Name: _____ Date: _____
 Primary Care Physician: _____ Date of birth: _____
 Cardiologist: _____ Pharmacy: _____
 Endocrinologist: _____ Pharm. Phone: _____
 Rheumatologist: _____ (please circle)
 Occupation: _____ Retired Married Single Widowed

Please CIRCLE all that apply to you in each section

Patient's past / present eye history:				NONE
Cataract	Eye injections	LASIK or PRK	Eye surgery:	_____
Cataract surgery	Flashes Floaters	Macular degeneration		
Contact lenses	Glaucoma	Muscle problems		_____
Crossed eyes	Glasses	Ocular migraines		
Diabetic retinopathy	High eye pressure	Red eyes	Other:	_____
Double vision	Infection	Retina problems		
Dry eye	Injury: _____	Styes		_____
Droopy eyelids	Lazy eye (amblyopia)	Thyroid eye problems		

<u>Past and present medical history:</u> or None-good health			
Alzheimer's	Cholesterol	Headache	Prostate medication use
Anxiety	COPD	High blood pressure	Stroke
Asthma	Dementia	Kidney disease	Thyroid problems
Auto immune disease: _____	Depression	MRSA staph infection	Vascular disease
Breathing problem	Diabetes	Mental illness	Other: _____
Cancer: _____	Heart problem:	Neuropathy	_____
	bypass defibrillator	Parkinson's	_____
	pacemaker stent	Plaquenil use	

List major surgeries: _____

Do you smoke? Yes No **Do you drink alcohol?** yes No **Do you use illegal drugs?** Yes No
 How much? _____ How much? _____ Explain: _____

Family History of eye disease (and who? Sister mother, etc.) **Family history of health problems:** **None**

Blindness _____	Glaucoma _____	Cancer _____	Heart disease _____
Cornea problem _____	Macular degeneration _____	Diabetes _____	Other: _____
Crossed eye _____	Retinal detachment _____	Stroke _____	

Review of Systems: Are you presently having any of these problems? CIRCLE all that apply-

Eyes – vision decrease pain floaters flashes	Kidney, bladder- painful / frequent urination
General- weight loss or gain fever chills	Skin- color changes lumps rashes
Head- headache head injury dizziness	Ears- decreased hearing ringing drainage
Nose- sinus pain nosebleeds hay fever	Throat- hoarseness difficulty swallowing loss of taste
Neck- pain stiffness swollen glands	Breasts- pain discharge lumps
Respiratory- cough shortness of breath wheezing	Cardiovascular- swelling of extremities chest pain
Gastrointestinal- change in bowel habits bleeding	Vascular- leg cramps calf pain with walking
Musculoskeletal- joint / muscle pain swelling joints	Neurologic- seizures tremor weakness numbness dizziness
Hematologic- bruise easily bleed easily	Endocrine- heat / cold intolerance frequent urination thirst
Psychiatric- nervous depression memory loss stress	Allergy- hives food allergy seasonal allergies

History reviewed	Date: _____	<input type="checkbox"/> No change	Office use only:	Tech: _____	M.D. _____
History reviewed	Date: _____	<input type="checkbox"/> No change	<input type="checkbox"/> Additions as noted	Tech: _____	M.D. _____
History reviewed	Date: _____	<input type="checkbox"/> No change	<input type="checkbox"/> Additions as noted	Tech: _____	M.D. _____

MEDICATION LIST

Please complete ALL medications below or provide a meds list

Name: _____ Date of Birth: _____ Date: _____

DRUG ALLERGY	Type of reaction	DRUG ALLERGY	Type of reaction
<input type="checkbox"/> None			

PRESCRIPTION MEDICATIONS	Dosage	Reason for use
<input type="checkbox"/> None		

<p>Do you take Aspirin or NSAID's (Ibuprofen, Aleve, Celebrex, Motrin)? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, list below.</p>
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OVER-THE-COUNTER MEDICATION	
<input type="checkbox"/> None	

EYE DROPS, OINTMENTS	Reason for use	Time of day you use
<input type="checkbox"/> None		

List updated on: _____