

**General Optical Co.  
HIPAA Permission for Release of Information**

In order to comply with specific rules regarding HIPAA (Health Insurance Portability and Accountability Act of 1996), we ask that our patients complete and sign this privacy and security of health information document. The front desk has a portable copy for you to take home if desired.

**If you would like to have your information available for release to someone other than yourself, please complete the following:**

List names of people authorized to receive your information:  **No one else**

**Spouse:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

**Father:** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

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**I have received notification of General Optical's HIPPA practices.**

**Cancellation/No Show Policy  
For Doctor Appointments and Follow-ups**

**-If an appointment is not cancelled at least 24 hours in advance you will be charged a \$25 fee; this will not be covered by your insurance company.**

We understand that there are times when you must miss an appointment due to emergencies or obligation for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

Patients who do not show up for their appointment without a call to cancel an office appointment will be considered as No Show. Patients who No Show 2 or more times, in a 12-month period, may be dismissed from the practice and thus be denied future appointments.

**I understand the Cancellation and No Show fee is the sole responsibility of the patient and must be paid in full before the patient's next appointment.**

**Contact Lens Exam Fees**

In the event of future contact lens exams: They are performed yearly and within 90 days of eye exam. Health complications related to contacts are considered medical exams. **I understand that fees for contact lens exams will be collected prior to the exam to avoid confusion in the exam room, when possible.**

**Patient/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Contact Lens Wearers

Our commitment to you is to keep your eyes healthy. If you have any contact lens related issues throughout the year, call our office to schedule an appointment, your visit may be covered during the first 90 days.\*

The fit of your contacts and the health of your eyes must be evaluated every year. At this visit we will not only make sure that the prescription is correct, but we will evaluate the health of your corneas and make sure that the lenses you are wearing are the most appropriate for you.

Contact lenses do increase the chance of a sight threatening eye infection, including the possibility of sight threatening scars. Here are some tips to help avoid contact lens related problems:

- ❖ Avoid water. Never swim in contact lenses, or wear them in a hot tub. Harmful organisms live in these conditions. Sight threatening conditions can result.
- ❖ Always use the lens care products and solutions recommended by our office, following the manufacture instructions. Where appropriate, at lens removal rub and rinse both sides of the lens in back and forth motion with multi-purpose solution to clean; then soak overnight in fresh multipurpose solution for at least 6 hours to disinfect. Keep lens solution capped when not in use to prevent dilution through evaporation and contamination.
- ❖ Switching brands of solutions can cause toxic reactions as different solutions mix.
- ❖ Generic or store brand solutions are NOT acceptable substitutions, just because the box looks similar does not mean that the same product is inside. These are always inferior or older products.
- ❖ Do not over wear your lenses. Extended wear or sleeping in lenses has proven to be unsafe. Unless your doctor gives you expressed permission, you may not sleep in your lenses. If your body is sick never sleep in your lenses.
- ❖ Your contact lenses, when worn, cleaned and disinfected as directed, are a healthy option for visual correction and will provide clear and comfortable vision, for most eyes.
- ❖ Your eyes need time away from your contacts. Find time to wear your glasses a few hours every day.
- ❖ **Be sure to have a wearable pair of backup glasses.** If for some reason you cannot wear your contact lenses you must have a viable backup.
- ❖ New lenses become available as technology advances. We always strive to keep you wearing the best possible contact lenses.
- ❖ If your year supply was purchased through us and it does not last a whole year, because a lens has been ripped or lost, call our office. We may have a trial lens that can tide you over until your next yearly examination.
- ❖ Having a yearly supply on hand improves maintaining the proper replacement schedule and therefore eye health. You may stop in at any time during normal business hours to order lenses or use our website anytime. [www.genopt.com](http://www.genopt.com)

*\*Visits for medical diagnoses such as abrasions, ulcers, infections, retained contact, etc... will be billed as a medical exam, and billed to your medical insurance when possible.*

-Non-expired prescriptions are available at your request and are good for up to 1 year from contact lens fitting.

**I have read and understand the Contact Lens Wearer agreement and understand that if a health issue arises to discontinue wearing the contacts and seek treatment immediately (office/ER).**

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_