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**4SIGHT ICARE OFFICE POLICIES EFFECTIVE OCTOBER 2023 - please review each section carefully
 NOTICE OF ANY PORTION DEEMED PATIENT RESPONSIBILITY BY THE PROVIDED INSURANCE
 CARRIER WILL BE BILLED TO THE PARTY LISTED HEREIN.**

We respect our contractual obligations with all insurance and collect applicable copays and pre-determined patient responsibilities at the time of service. Medical insurance will generate an explanation of benefits to its member and the portion labeled "patient responsibility" will match the bill from our office or we will correct it. We will make every effort to discover any insurance plan for any patient but may not be able to reverse charges for services performed under the insurance carrier furnished by the patient. Unpaid balances may be subject to credit collection through a third party after 90 days of non-payment.

YOUR RESPONSIBILITY INCLUDING PAYMENT METHOD AND GOOD FAITH ESTIMATE

I, _____, am the responsible party for patient account: _____.

I authorize and request my insurance company pay directly to the doctor insurance benefits otherwise payable to me for any covered services that can be submitted to my carrier.

I acknowledge that whenever possible, medical insurance will be billed for medical office visits or medically coded examinations along with any associated procedures and that wellness visits will be billed to vision plans.

I understand that my insurance carrier may pay less than the actual bill for services. I agree to be responsible for payment of all services rendered on my behalf or on behalf of my dependents, and if I choose to pay by credit card a secure offsite storage of my information may be used for future purchases or to pay any balance greater than 60 days from the date of service. 4Sight iCare believes strongly in the training and advancement of its team-members; the time spent providing me services has value and I understand that no product ordered at my doctor's office may be fully cancelled and/or refunded as these are professionals filling and dispensing prescriptions, not sales-persons selling commodities.

I understand that quotes for services and materials including glasses and contacts are made on a good faith basis, and that if insurance contributes more or less than the expected amount I may be notified of a balance due. Neglect of any amount due greater than 90 days from the invoice date may result in collections by a third party. Neglect to pick up any product greater than 90 days from its receipt at the office may result in a \$40 shipping/storage charge; these funds are used to ship abandoned product to the address on file if approved for dispense - product not approved for dispense will be returned to the distributor without further recourse for retrieval of funds nor product by the party whom abandoned the product. Likewise, any bad check written, credit card transaction declined on a scheduled payment without immediate correction, or dispute of an appropriate credit card transaction will result in a \$40 fee due at the time of each infraction.

The iHealth Wellness Exam is part of every annual comprehensive eye exam at 4Sight iCare; it has been

developed to help you SEE YOUR BEST for your lifetime. The doctor trusts his team to perform the proper examinations on each patient based on criteria designed to align with this mission. **Anyone may ask for a one-time financial hardship exception at checkout**, but the testing is performed by a technician whose job it is to collect as much data as possible to help the doctor provide you the best eye care. Below is a good faith estimate of the costs based on the most impactful criteria determining which tests will be performed: age of the patient.

The iHealth Wellness Exam performed at the Annual Comprehensive Eye Exam:

Ages 6-months to 3-years: Always \$0. The Welch Allyn Spot Camera assists in accurate testing for eye alignment as well as vision in the developing eye, non-verbal patient, or anyone unable to use the machines with a chin and forehead rest; this equipment investment was so important to the doctor that he paid for the device out of his own funds so that every patient regardless of developmental status could achieve their best vision.

Age 4 and up: \$58. 92250-52 (\$39) Retina Photo, 92134-52 (\$19) Retina Scan & 92025-52 (\$0) Corneal Topography. Without -52 modifier for reduced service fee these expenses when ordered by the doctor are billable to medical insurance at \$98, \$82, and \$44 respectively or \$224 if ordered medically.

Age 14 and up: \$78. All the tests performed on age 4 and up plus 99172-52 (\$0) Contrast Sensitivity & 92082-52 (\$20) Visual Field Test. When ordered medically, available for \$58 and \$44 respectively, or \$326 if billable to medical insurance.

Additional testing at \$0. 92700-52 (\$0) Concussion Baseline and Saccadic Eye Movement Evaluation for ages 6 to 26. When performed outside an annual visit this ordered test is available for \$58. Meibomian Gland Evaluation for all 18+.

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.

We respect our legal obligation to keep health information that identifies you private. We are obligated by law to give you notice of our privacy practices. This notice describes how we protect your health information and what rights you have regarding it.

YOUR RIGHTS

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you. **Get an electronic or paper copy of your medical record.** You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee. **Ask us to correct your medical record.** You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications. You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will say “yes” to all reasonable requests. **Ask us to limit what we use or share.** You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with,

and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).

Get a copy of this privacy notice. You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly. **Choose someone to act for you.** If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

File a complaint if you feel your rights are violated. You can complain if you feel we have violated your rights by contacting us at the number listed above. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/... We will not retaliate against you for filing a complaint.

YOUR CHOICES

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to tell us to: 1) Share information with your family, close friends, or others involved in your care. 2) Share information in a disaster relief situation. 3) Include your information in a hospital directory.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission: 1) Marketing purposes. 2) Sale of your information. 3) Fundraising - We may contact you for fundraising efforts, but you can tell us not to contact you again.

OUR USES AND DISCLOSURES

How do we typically use or share your health information?

We typically use or share your health information in the following ways. 1) Treat you. We can use your health information and share it with other professionals who are treating you. 2) Run our organization. We can use and share your health information to run our practice, improve your care, and contact you when necessary. 3) Bill for your services. We can use and share your health information to bill and get payment from health plans or other entities.

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/...

Help with public health and safety. We can share health information about you for certain situations such as: 1) Preventing disease. 2) Helping with product recalls. 3) Reporting adverse reactions to medications. 4) Reporting suspected abuse, neglect, or domestic violence. 5) Preventing or reducing a serious threat to anyone's health or safety. **Do research.** We can use or share your information for health research.

Comply with the law. We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law. **Respond to organ and tissue donation requests.** We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director. We can share health information with a coroner, medical examiner, or funeral director when an individual dies. **Address workers' compensation, law enforcement, and other government requests.** We can use or share health information about you: 1) For workers' compensation claims. 2) For law enforcement purposes or with a law enforcement official. 3) With health oversight agencies for activities authorized by law. 4) For special government functions such as military, national security, and presidential protective services.

Respond to lawsuits and legal actions. We can share health information about you in response to a court or administrative order, or in response to a subpoena.

OUR RESPONSIBILITIES

1) We are required by law to maintain the privacy and security of your protected health information. 2) We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. 3) We must follow the duties and privacy practices described in this notice and give you a copy of it. 4) We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind. 5) For more information see: www.hhs.gov/ocr/privacy/hipaa/... 6) Changes to the Terms of this Notice.

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office.

APPOINTMENT REMINDERS

We may call or write to remind you of scheduled appointments, or that it is time to make a routine appointment. We may also call or write to notify you of other treatments or services available at our office that might help you.

OUR NOTICE OF PRIVACY PRACTICES

By law, we must abide by the terms of this Notice of Privacy Practices until we choose to change it. We reserve the right to change this notice at any time as allowed by law. If we change this Notice, the new privacy practices will apply to your health information that we already have as well as to such information that we may generate in the future. If we change our Notice of Privacy Practices, we will post the new one in our office and have copies available in our office.

COMPLAINTS

If you think that we have not properly respected the privacy of your health information, you are free to complain to us or the U.S. Department of Health and Human Services, Office for Civil Rights. We will not retaliate against you if you make a complaint. If you want to complain to us, send a written complaint to the office contact person at the address, fax, or E mail shown at the beginning of this Notice. If you prefer, you can discuss your complaint in person or by phone.

FOR MORE INFORMATION

If you want more information about our privacy practices, call or visit the office contact person at the address or phone number shown at the beginning of this Notice.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have reviewed the above rights, responsibilities, and disclosures with my signature:

Client Signature

Date