

## ADVANCE NOTICE AGREEMENT

**Centennial Eye and Cosmetic Associates** requires a **24 hour advance notice** for all cancelled or rescheduled appointments. Without the proper notice, you will be charged a **“No Show”** fee of **\$30**.

I \_\_\_\_\_, agree that I am financially responsible for any charges

*Please print your **first and last name** above*

I may accrue from missed appointment's in which I did not give proper notice. We will be unable to see any patient who may choose not to sign our Advance Notice Agreement. *Exceptions to this rule and the financial responsibility for missed or late appointments, (such as an ocular emergency or other unforeseen emergencies) will be taken into consideration and reviewed on a case by case basis.*

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient or Legal Guardian Signature

\_\_\_\_\_  
Relationship (*if not Patient*)

### FINANCIAL POLICIES

#### *General Policy*

Our policy is to bill insurance claims as a courtesy to our patients. In order to bill your insurance claims, we need current insurance information at each visit and for you to understand the terms, conditions and limitations of your policy, including exclusion periods for certain illness and procedures, waiting periods and others. We accept payment from insurance companies (“assignment of benefits”), but insurance companies require that you pay your portion, according to the terms of your plan, including co-payments, coinsurance and deductibles.

Our billing department will make every reasonable effort to obtain a timely response from your insurance company. Any insurance claim not paid in a timely manner by your insurance company may become your responsibility. Furthermore, health insurance is a contract between the insurance company and you (*the patient*). That being said, the responsibility of payment for the services rendered belongs with the patient. Credit balances will be applied to future services unless a refund is requested.

**Payments Due at Time of Service:**

*We will collect the following payments at the time of service:*

**Co-Pays      Co-Insurance      Contact Lens Fittings      Refractions**  
**Previous Balances      Deductibles      Non-Covered Services**

Although these charges are normally collected at checkout, we may ask you to confirm your ability to pay when you check in. If you are unable to pay for the services we provide, we may reschedule your appointment.

***Check Acceptance Policy***

*Centennial Eye Associates tries to make paying your bill as effortless as possible. We do accept personal checks for payment, however, checks may be subject to all penalties under the Colorado Returned Check Law: CRS 13-21-109. For additional information about this, please call (303) 886-5304 or visit [www.ago.state.co.us/cab/colltp/badcheck.htm](http://www.ago.state.co.us/cab/colltp/badcheck.htm). We reserve the right to report bad checks to the State District Attorney's Office. Our returned-check fee is \$30.00 and the loss of accepting checks as payment in the future.*

***Statement Charge, Late Fees & Collections***

*Due to increasing postage and paper costs, we will assess a statement fee of \$1.00 for each statement we mail to our patients. If an account becomes delinquent (more than 30 days old, aged from the date of service), we may assess a late fee. Should an account be unpaid after 90 days, we may turn the account over to an outside collection agency. There is a \$25.00 collection service fee added to all collection status accounts.*

***Optical Department Purchases***

*Due to the highly customized nature of eyeglasses and the unique prescription in them, **we cannot offer refunds on purchases. All purchases of eyeglasses are final.** We are happy to adjust your prescription if necessary. Any changes to prescription eyeglasses must be made within 90 days of the original purchase.*

I have read, understand and agree to the Financial Policies outlined above. Unless under emergency Circumstances we will be unable to see any patient who refuses to sign this Financial Policy.

\_\_\_\_\_  
Patient Name (print clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

**CEA PATIENT HIPPA AKNOWLEDGMENT AND PATIENT INFORMATION RELEASE**

My signature below confirms that I have been informed that all Centennial Eye and Cosmetic Associates employees, appointees and assigns are operating in compliance with the Health Insurance Portability and Accountability Act (HIPPA Privacy Act). I understand that the goal of the HIPPA Privacy Act is to **protect** my personal information and treatment from being observed by another patient or unauthorized persons and used for solicitations or purposes other than those associated with eye care at this facility.

In keeping with the effect to maintain and protect my privacy. I hereby authorize Centennial Eye and Cosmetic Associates Employees, appointees and assigns to contact me via postcard and postal services or to leave me voicemails and text messages on my work, home or cell phone, as provided, to remind me of regular check-ups, to confirm appointments, to request a follow up visit or to notify me of any special programs offered from this facility.

You may also use electronic means such as email, for the above purposes and my email address is \_\_\_\_\_.

Today's Date: \_\_/\_\_/\_\_\_\_ Please print your first and last name: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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. Please review the following information carefully.

Your health information contains personal information about you and your health and is referred to as Protected Health Information (“PHI”). This information contains details that can be used to identify you and any information we have created or received regarding your past, present, or future conditions. This Notice describes how we may use and disclose your PHI in accordance with applicable law.

We are legally required to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of this notice at any time. Any changes to this notice will be effective for all PHI we have at that time. The new Privacy Practices will be available upon request.

### How We May Use And Disclose Your PHI

- **For Treatment:** Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordination, or managing your health care treatment and related services.
- **For Payment:** We may use and disclose PHI so that we can receive payment for the treatment services provided to you.
- **For Health Care Operation:** We may use or disclose your PHI for our health care operations. This might include measuring quality of care, licenses and/or certifications to continue providing quality care.
- **Required by Law:** We may disclose your PHI when required by law without your approval. Examples of when this may happen include abuse, neglect, domestic violence, emergencies, judicial or administrative proceeding, public safety risk, etc.

### Your Rights Regarding Your PHI

You have the following rights regarding PHI we maintain about you. Please submit your request in writing to Centennial Eye and Cosmetic Associates, 15901 E Briarwood Cir #100, Aurora, CO 80016 or send it by fax: (303)699-3170.

- **Right to Request Limits on Uses and Disclosure.** You have the right to request how we use and disclose your PHI. Uses and disclose where legally required to make can not be limited. However you may submit your request for review.
- **Right to of Access and Receive Copies.** You have the right, in most cases to review and receive copies of your PHI. A request must be submitted in writing to Centennial Eye and

Cosmetic Associates, 15901 E Briarwood Cir #100, Aurora, CO 80016 or sent by fax: (303)699-3170. You may be charged a fee for copies made.

- **Right to Amend.** If you feel your PHI is incorrect or incomplete, you may request your PHI be amended. You must request in writing the what is to be amended and why at Centennial Eye and Cosmetic Associates, 15901 E Briarwood Cir #100, Aurora, CO 80016 or fax: (303)699-3170.
- **Right to Request Confidential Communication.** You have the right to request that we communicate with you in a certain way or at a certain location.
- **Right to a Copy of this Notice.** You have the right to a copy of this notice.

### COMPLAINTS:

If you feel your rights have been violated, you have the right to file a complaint with out retaliation. Please submit your complaint in writing to our Director at Centennial Eye and Cosmetic Associates, 15901 E Briarwood Cir #100, Aurora, CO 80016 or fax: (303)699-3170. Complaints can also be filed online at <http://www.hhs.gov/ocr/privacy/index.html>.

**I have read and understand the above Notice of Privacy Practices for Centennial Eye and Cosmetic Associates. I understand I have the right to ask questions about this information at any time.**

---

Signature of Patient or Legally Responsible Party

---

Date

---

Name (please print)



## CONTACT LENS EVALUATION

Thank you for choosing Centennial Eye Associates for your eye care needs. We strive to provide all contact lens wearers with a contact lens that will provide great comfort and clear vision. In order to do this a contact lens evaluation must be performed **every year**. Contact lens patients require additional testing and monitoring over and above what is done during a routine eye exam. This includes evaluating the health of the eyes paying close attention to the cornea, eyelids, and conjunctiva, determining the appropriate contact lens prescription and curvature, and examining the lenses on the eyes to ensure proper alignment with the cornea and eyelids. Most vision plans view contact lenses as elective vision correction and generally offer a discount toward the contact lens evaluation fee. Fees are determined by the type of lens, complexity of the prescription, and overall eye health.

**Level 1:** \$70 Spherical contact lenses.

**Level 2:** \$100 Astigmatism corrective contact lenses.

**Level 3:** \$150 Multi-focal/Bifocal , SV Duette and Gas Permeable contact lenses.

**Level 4:** \$200 Bifocal-Toric, Duette Progressive and Bifocal Gas Permeable contact lenses.

**Level 5:** \$600 Scleral and Other Specialty Contact lenses (May be covered by insurance).

### THIS ALSO INCLUDES:

- Contact lens case and sample of solution
- Trial contact lenses
- 90 days of follow-up care (there is a follow-up fee of \$30 once outside of 90 days)

### PLEASE CHECK BELOW

\_\_\_\_\_ YES... I would like a contact lens evaluation today in order to update my contact lens prescription and have the ability to purchase contacts for the next 12 months. I understand that the fitting must be paid at the time of service.

\_\_\_\_\_ NO... I do not want a contact lens evaluation today and I understand that I will not be able to purchase contacts without an updated contact lens prescription.

**Patient Name:** \_\_\_\_\_

**Patient Signature** \_\_\_\_\_ **Today's Date** \_\_/\_\_/\_\_\_\_

If you have any questions, please do not hesitate to ask!