

Dear new patient,

We would like to welcome you to our practice. At Kirk Eye Center, our patients are our primary focus, and we encourage suggestions that would make your visit to our office more pleasant and effective.

THINGS YOU NEED TO KNOW ABOUT OUR OFFICE:

- 1) Hours 7:30 – 4:30 Mon. through Thurs.
7:30 – 1:00 Fridays

We will call you two days before your appointment to remind you. Our optical shop is open the same hours as our clinic. We invite you to come a few minutes ahead of your appointment to look around the optical department. Sometimes it is hard to pick out frames after your eyes are dilated.

- 2) All of your personal information is held in the strictest confidence and will only be shared for the purpose of billing or continuity of care. We will provide health information to a family member or other individual, only with your written permission.

- 3) We will bill your insurance company for you, but we ask that you be prepared to pay your co-pay, any deductible that may be due, and the refraction charge at the time of service. We accept cash, checks, and credit cards.

THINGS YOU NEED TO DO AS A PATIENT IN OUR CLINIC:

- 1) When you come in for your first appointment, please bring all these completed forms with you. Come a few minutes early so we will have time to make a copy of your insurance card and to make sure we have all the information we need. Make sure you give us a complete list of all drugs and supplements that you take, as this is very important information.

- 2) If you are coming in for a complete eye exam, please plan to be in our office for *up to* 1 1/2 hours. We try to be very considerate of everyone's time, but there are occasions when a visit cannot be completed as quickly as we would like. Your eyes may be dilated and sometimes it is more comfortable to have someone else drive for you, although it is not necessary.

- 3) If you wear glasses and/or contacts, please bring them with you. If you are coming for a contact lens exam, please wear your contacts in, and bring either a copy of your current prescription, or the boxes that they came in. It will save you money by preventing the need to do a new fit again.

- 4) If you have records from a previous office, or can arrange to get them, it is helpful. We have record request forms in our office and would be happy to fax that off to your previous Dr.s' office.

- 5) Please review our privacy practices on our web site, www.kirkeyecenter.com. You will be asked to sign an acknowledgement that you have reviewed them when you come to our office.

As practice administrator, it is my privilege to help you in any way I can. Please feel free to call, or ask to see me if you have any concerns.

*Sincerely,
Kerry McKillop
Practice administrator*