Columbia Eye

Northeast	Pickens	Lexington	West Columbia
100 Summit Centre Dr. Columbia, SC 29229	1920 Pickens St. Columbia, SC 29201	100 Palmetto Park Blvd. Lexington, SC 29072	3227 Sunset Blvd. Suite C West Columbia, SC 2916

Dear Patient:

Welcome to Columbia Eye. We are honored that you have chosen us as your health care provider and look forward to meeting you. Our goal is to provide the highest quality professional eye care for all of our patients in a timely and proficient manner.

In order for you to be seen as efficiently as possible, **we'd like to request that you arrive 15 minutes prior to your scheduled appointment time.** This will allow the appropriate time needed to ensure that all required paperwork and insurance information is obtained.

Please review, complete, and bring with you to your appointment the following items:

1. Patient Information Form
2. Patient History Form
3. No-Show and Late Cancellation Policy
4. Refraction Test & Contact Lens/Glasses Prescription Form
5. Consent & Authorization Form
6. Financial Policy
7. Picture ID
8. Insurance Card(s)
9. Authorization Paperwork ***(if your insurance requires an authorization for coverage of the visit, please obtain this from your primary care physician)***

Insurance and Payment:
Payment is due at the time of service. This includes any co-pays, co-insurance, and deductibles as determined by your health insurance company as well as any past due balances. Payment for services not covered by insurance is also due at the time of service.

OVER

If your insurance plan requires a referral or authorization, it is your responsibility to obtain this from your primary care physician **before** your appointment. Failure to do so may result in the cancellation of your appointment until these items are obtained.

We contract with many medical insurance plans. Some of the most common medical plans we contract with include:

- Medicare
- BCBS
- BCBS State/Federal/Medicare Supplement Plans
- Cigna (Commercial Plans Only)
- United Healthcare (Commercial & Medicare Plans)/ AARP Medicare Complete
- Humana (Commercial & Medicare Plans)
- Tricare & Tricare For Life

If you are unsure of our participation with your medical insurance plan, please contact your insurance carrier directly.

Please remember that we have reserved this appointment time especially for you. If you are unable to keep your scheduled appointment time, please call our office at least 24-hours in advance at **803-779-3070** to cancel. We will be happy to reschedule you for another date and time that is more accommodating. If you fail to keep an appointment without prior notification or cancel/reschedule your appointment less than 24 hours in advance, you may be subject to a $50 administrative fee. To cancel or reschedule your appointment, please call our office during normal business hours Monday – Friday 8:00 am to 5:00 pm and Saturdays 8:00 am to 12:00 pm. Please note that a Monday appointment should be cancelled by no later than the Friday before at 4:00 pm.