



RICHMOND EYE  
ASSOCIATES, P.C.

## Patient Registration Form

In accordance with 2014 ACA (Affordable Care Act) requirements, please  
provide the following information

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Circle  
Male / Female

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Marital Status: ☐ S ☐ M ☐ D ☐ W

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ SSN: \_\_\_\_\_

Please mark your ethnicity: ☐ African American ☐ Asian ☐ Caucasian ☐ Hispanic ☐ Indian  
☐ Native American ☐ Latin American ☐ Mexican ☐ Other/Not Stated ☐ Refuse to Comment

Family Doctor: \_\_\_\_\_ Referring Doctor: \_\_\_\_\_

Preferred Pharmacy: \_\_\_\_\_ Employer: \_\_\_\_\_

Primary Insurance: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder's DOB: \_\_\_\_\_ Policy Holder's SSN: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder's DOB: \_\_\_\_\_ Policy Holder's SSN: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you hear about us? ☐ Another Patient ☐ Word of Mouth ☐ Referring Provider ☐ Insurance ☐ Internet

**IF THE PATIENT IS A MINOR, THE FOLLOWING MUST BE COMPLETED BY A  
PARENT OR GUARDIAN**

Parent/Guardian Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ SSN: \_\_\_\_\_



## MEDICAL SERVICES AGREEMENT

I hereby authorize and consent to medical treatment by Richmond Eye Associates, P.C. for me (or my child). I authorize Richmond Eye Associates, P.C. to release my (or my child's) medical information to my (or my child's) family doctor and to any insurance company, adjuster, attorney, authorized agent working on behalf of Richmond Eye Associates, P.C. or other authorized party.

I understand that I am responsible for payment of all medical treatment rendered to me (or my child) by Richmond Eye Associates, P.C., and I agree to pay all co-payments, deductibles and non-covered services in full at the time of the visit. In the event that I am seen at any time by a Richmond Eye Associates, P.C. physician without a required referral, I understand that I am financially responsible for all charges incurred. I understand that insurance authorizations are an estimation of coverage, and that final out of pocket amounts may vary based on actual insurance payment. Vision plan coverage must be presented prior to or at the time of service. Vision plan information presented after the date of service will not be accepted. A fee of \$75.00 will be charged for all returned checks.

I understand that, as a courtesy to me, Richmond Eye Associates, P.C., will file, either a paper claim or an electronic claim, whichever is required by my (or my child's) insurance carrier, and I authorize payment directly to Richmond Eye Associates, P.C. for the benefits otherwise payable to me under the terms of my (or my child's) insurance. I understand that I am responsible for maintaining current coverage information to meet filing deadlines and for the payment of any remaining balance after payment from my insurance carrier. In the event that I fail to meet my financial obligations, I agree to pay attorney and/or collection agency fees in the amount of thirty-three and one third percent (33 1/3%) of the amount due at the time the account is turned over for collection plus court costs and any additional collection fees.

Missed Appointments- Please help us serve you better by keeping scheduled appointments. If you are unable to keep your scheduled appointment, please give a 24-hour notice. I understand that, if I fail to provide this 24-hour notice of cancellation, I am responsible for a missed appointment fee of \$50.

"Refraction" – the determination of the best corrective lenses to be prescribed or a change in your glasses prescription (CPT code 92015) is a separate charge in addition to an eye exam. Most insurance companies consider this a "non-covered" service. This service, while not covered by most insurance companies may be needed for your physician to determine the cause of any changes in your vision, therefore making it a **necessary** part of the examination and not optional.

Pupil dilation may make you more sensitive to sunlight. We will be happy to provide a complimentary pair of disposable sunglasses. If you feel that your driving may be impaired, please discuss this with the doctor prior to dilation.

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Signature of Patient or Guarantor if minor child

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Date

**Richmond Eye Associates, P.C.**

**Notice of Privacy Practices  
Written Acknowledgement Form**

I, \_\_\_\_\_, (Print Patient Name)  
have been offered a copy of Richmond Eye Associates' Notice of  
Privacy Practices and I have had an opportunity to read the notice.

I authorize you to release my personal health information to the  
following individual(s). Please print. You may list as many  
individuals as you wish.

**Name:**

**Relationship:** (Son, daughter, spouse)

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I understand I may change this list at any time.

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

\_\_\_\_\_  
Date

\*Full version of Richmond Eye Associates' Notice of Privacy Practices may be found on our  
website: [www.richmondeye.com](http://www.richmondeye.com)

**Richmond Eye Associates, P.C.**

**Patient History Record**

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Referring Doctor: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Have you ever had any eye surgery?

No \_\_\_\_ If YES, please explain: \_\_\_\_\_

Do you take any eye drops or medications for your eyes?

No \_\_\_\_ If YES, please list: \_\_\_\_\_

Please list any other medications: \_\_\_\_\_

Do you have any drug allergies?

No \_\_\_\_ If YES, please list all your drug allergy and the allergic reaction to that drug: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you / could you be pregnant? Yes / No

Are you currently nursing? Yes / No

Please circle any of the following that your family has ever been diagnosed with:

Blindness

Macular Degeneration

Strabismus

Glaucoma

Cancer

Retinal Disease

Other:

None

Do you smoke? No \_\_\_\_ Former Smoker? \_\_\_\_ If YES, how much? \_\_\_\_\_

Do you drink alcohol? No \_\_\_\_ If YES, how much? \_\_\_\_\_

Please be sure to bring your glasses and/or contact lenses with you.