

## Welcome to University Children's Eye Center

We are pleased that you have chosen us as your pediatric eye specialists. We will do everything we can to make each visit as pleasant as possible.

### What to Expect at Your Child's First Visit to Our Office

During an ophthalmic exam, the doctor will evaluate your child's visual acuity, eye movement, eye alignment, and overall health of the eye. Your child will also be screened and evaluated for amblyopia ("lazy eye"), strabismus (misaligned or "crossed" eyes), cataracts, glaucoma, retinal abnormalities, as well as other ocular and general medical conditions which might affect eyesight.

We try to make the exam fun for your child. During much of the exam, younger children will be looking at age-appropriate toys. Games are played to obtain the cooperation of young children. **A comprehensive eye examination takes time, so plan to spend at least one and a half hours in our office.**

For most initial eye examinations, your child's eyes will be dilated with eye drops. This allows the ophthalmologist or optometrist to examine vital structures of your child's eyes including the optic nerve and retina. Dilation will make the pupils look larger than normal. Some children may have difficulty reading and be light sensitive for up to 24 hours, but the major effect of the drops is gone in approximately 6 to 8 hours. On a bright day, your child may be sensitive to sunlight, so you may wish to bring sunglasses if your child has them and/or limit the time spent outside. You may need to help your school-age child with homework and other near work as the eyesight may still be blurry for several hours.

### What to Bring with You to Your Child's Appointment

- ☐ The completed 4 pages of registration forms. (Please do not mail these in.)
- ☐ Any glasses or contact lenses that your child wears.
- ☐ If your child has seen other eye doctors for an ongoing problem, it can be helpful to have a copy of the records. It is usually best for you to call and request that the records be sent to you directly. Bring them with you the appointment.
- ☐ Your insurance card, co-payment, and referral or authorization number (if required), if you plan on using insurance with which we participate.

As a courtesy to our other patients, please call us to reschedule your appointment if your child has a cold, fever, chicken pox, or other contagious disease. If you must cancel your appointment for any other reason, please give us at least 48 hours notice so that we can accommodate patients who have been waiting for their appointments.

We look forward to seeing you in our office. If you have any questions, do not hesitate to call.

The Doctors and Staff of University Children's Eye Center

#### Main Office

4 Cornwall Court  
East Brunswick, NJ 08816  
phone 732/613-9191  
fax 732/613-1139

#### Bridgewater Office

678 Route 202/206 North Bldg 5  
Bridgewater, NJ 08807  
phone 908/203-9009  
fax 908/203-9010

# University Children's Eye Center, P.C.

## Main Office

4 Cornwall Court  
East Brunswick, NJ 08816  
732/613-9191

## Bridgewater Office

678 Route 202/206 North Bldg 5  
Bridgewater, NJ 08807  
908/203-9009

# REGISTRATION

Name of Patient (Last, First, MI) _____		Date of Birth _____	
Address _____		City _____ State _____ ZIP Code _____	
Home Phone ( ) _____		Cell Phone ( ) _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Primary Doctor's Name _____		Address _____	
Other Physician(s) from whom the patient receives care (Please give name, specialty, address, and phone for each):  			
Were you referred to us by your pediatrician? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", who referred you, or how did you hear of us? We would like to send a report of your eye exam(s) to all physicians who care for you or your child. Please indicate here if you prefer that we NOT send a report to any of the above physicians:			
<b>Person Responsible for Account</b>			
Name _____		Address (if different from patient's) _____	
Relation _____		City _____ State _____ ZIP Code _____	
Cell phone number ( ) _____		Social Security Number _____	
<i>The Parent or Guardian who accompanies a pediatric patient is responsible for payment at the time of service and for the child's account, unless prior arrangements have been approved.</i>			
<b>PRIMARY INSURANCE – Please give complete information on all plans in which the patient is enrolled.</b>			
Insurance Subscriber (Last name, First, Middle Initial) _____			
Relationship to patient _____		Date of Birth _____ Social Security Number _____	
Address (if different than patient's) _____		Home Phone ( ) _____	
City _____		State _____ ZIP Code _____	
Subscriber employed by _____		Business phone ( ) _____	
Insurance company _____		Subscriber # _____ Group/Contract # _____	
<b>ADDITIONAL INSURANCE – If patient is enrolled in more than one health plan, please complete the following.</b>			
Insurance Subscriber (Last name, First, Middle Initial) _____			
Relationship to patient _____		Date of Birth _____ Social Security Number _____	
Address (if different than patient's) _____		Home Phone ( ) _____	
City _____		State _____ ZIP Code _____	
Subscriber employed by _____		Business phone ( ) _____	
Insurance company _____		Subscriber # _____ Group/Contract # _____	

### This Section for Pediatric Patients Only:

<b>Who is accompanying the child today?</b> Name _____ Relation _____ Do you have legal custody of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Mother's Information</b> Full Name _____ Daytime Phone ( ) _____ ext. _____ Does the mother have legal custody of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Father's Information</b> Full Name _____ Daytime Phone ( ) _____ ext. _____ Does the father have legal custody of the child? <input type="checkbox"/> Yes <input type="checkbox"/> No
Written consent for us to treat the child is required if not.	

I certify the above information is correct to the best of my knowledge. I understand that I am financially responsible for this patient's account. I understand and accept that payment is due at the time of service unless we accept insurance assignment for a covered service. I also acknowledge that a cancellation fee of \$25 will be charged if this office is not notified 48 hours prior to the cancellation of an appointment, except in the case of an emergency.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Signature must be an original INK signature\*\***

## New Patient Questionnaire: Medical and Family History

Name of Patient \_\_\_\_\_ Date of Birth \_\_\_\_\_

Why is the patient here to see the doctor? \_\_\_\_\_

### History of Eye Problems: Has the patient had any of the following?

Yes	No	Age	Yes	No	Age
<input type="checkbox"/>	<input type="checkbox"/>	Eye exam	<input type="checkbox"/>	<input type="checkbox"/>	Eye injury
<input type="checkbox"/>	<input type="checkbox"/>	Glasses	<input type="checkbox"/>	<input type="checkbox"/>	Eye surgery
<input type="checkbox"/>	<input type="checkbox"/>	Patching	<input type="checkbox"/>	<input type="checkbox"/>	Other eye problems:

### Recent Ocular Symptoms

Yes	No	How long?	Yes	No	How long?
<input type="checkbox"/>	<input type="checkbox"/>	Frequent tearing or discharge	<input type="checkbox"/>	<input type="checkbox"/>	Frequent headaches
<input type="checkbox"/>	<input type="checkbox"/>	Crossed or wandering eye	<input type="checkbox"/>	<input type="checkbox"/>	Light sensitivity
<input type="checkbox"/>	<input type="checkbox"/>	Double vision	<input type="checkbox"/>	<input type="checkbox"/>	Tired eyes when reading
<input type="checkbox"/>	<input type="checkbox"/>	Abnormal head or eye position	<input type="checkbox"/>	<input type="checkbox"/>	Clumsiness or bumping into things
<input type="checkbox"/>	<input type="checkbox"/>	Abnormal eye movements	<input type="checkbox"/>	<input type="checkbox"/>	Can't make normal eye contact
<input type="checkbox"/>	<input type="checkbox"/>	Excessive squinting	<input type="checkbox"/>	<input type="checkbox"/>	Blurred vision
<input type="checkbox"/>	<input type="checkbox"/>	Excessive eye rubbing	<input type="checkbox"/>	<input type="checkbox"/>	Other symptoms
<input type="checkbox"/>	<input type="checkbox"/>	Change in school or work performance			

### Review of Symptoms (Medical History):

Does the patient currently have or have a history of any of the following? Give details on "yes" responses.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Fever or weight loss
<input type="checkbox"/>	<input type="checkbox"/>	Birthmarks, rash, or skin lesions
<input type="checkbox"/>	<input type="checkbox"/>	Frequent ear infections
<input type="checkbox"/>	<input type="checkbox"/>	Other ear, nose and throat problems
<input type="checkbox"/>	<input type="checkbox"/>	Developmental delays
<input type="checkbox"/>	<input type="checkbox"/>	Behavioral or attention deficits
<input type="checkbox"/>	<input type="checkbox"/>	Heart murmurs or other problems
<input type="checkbox"/>	<input type="checkbox"/>	Asthma or respiratory problems
<input type="checkbox"/>	<input type="checkbox"/>	Arthritis or joint problems
<input type="checkbox"/>	<input type="checkbox"/>	Kidney or urinary disease
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	<input type="checkbox"/>	Digestion or gastrointestinal disorders
<input type="checkbox"/>	<input type="checkbox"/>	Sickle cell trait or disease
<input type="checkbox"/>	<input type="checkbox"/>	Genetic syndrome
<input type="checkbox"/>	<input type="checkbox"/>	Seizures or neurological problems

### Allergies – Does the patient have any allergies

To medications? ☐ Yes ☐ No Please list: \_\_\_\_\_

To substances? ☐ Yes ☐ No Please list: \_\_\_\_\_

University Children's Eye Center, P.C.

## New Patient Questionnaire: Medical and Family History

Has the patient ever had surgery? ☐ Yes ☐ No If yes, please give details and dates below

List any medications the patient is taking, including eye drops:

### Birth History (Pediatric Patients only):

Birth weight: \_\_\_\_\_ lb. \_\_\_\_\_ oz.

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Problems during pregnancy	<input type="checkbox"/>	<input type="checkbox"/>	Delivered more than 2 weeks early or late
<input type="checkbox"/>	<input type="checkbox"/>	Problems during delivery or forceps delivery	<input type="checkbox"/>	<input type="checkbox"/>	Baby kept in hospital due to illness
<input type="checkbox"/>	<input type="checkbox"/>	Delivery by cesarian section	<input type="checkbox"/>	<input type="checkbox"/>	Delayed development

**Family History:** Have any of the patient's *relatives* had any of the following? Please indicate the relation to patient.

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Glasses before the age 6 _____	<input type="checkbox"/>	<input type="checkbox"/>	Cataracts in childhood _____
<input type="checkbox"/>	<input type="checkbox"/>	Amblyopia ("lazy eye") _____	<input type="checkbox"/>	<input type="checkbox"/>	Glaucoma in childhood _____
<input type="checkbox"/>	<input type="checkbox"/>	Patching treatment _____	<input type="checkbox"/>	<input type="checkbox"/>	Other serious eye disease _____
<input type="checkbox"/>	<input type="checkbox"/>	Strabismus ("crossed eye") _____	<input type="checkbox"/>	<input type="checkbox"/>	Complications from anesthesia _____
<input type="checkbox"/>	<input type="checkbox"/>	Eye muscle surgery _____	<input type="checkbox"/>	<input type="checkbox"/>	Blindness _____
<input type="checkbox"/>	<input type="checkbox"/>	Genetic disease (that runs in the family) _____	<input type="checkbox"/>	<input type="checkbox"/>	Other serious illness: _____

Are both parents alive and in good health? ☐ Yes ☐ No

Other medical concerns or problems not listed earlier:

Thank you.

I understand that the information that I have given is correct and complete to the best of my knowledge, and that it is my responsibility to inform this office of any changes in my or my child's medical status. I authorize staff of University Children's Eye Center, P.C. to perform the necessary in-office examinations that my child (or myself in an adult patient) may need.

Signature of patient or guardian

Date

I verbally reviewed the medical information above with the parent/guardian and/or patient named herein.

Doctor's Signature

Date

Doctor's Comments:

## Assignment of Medical Insurance Benefits

Thank you for choosing us as your pediatric eye doctors. We will work with you to help you with your insurance claims, but would like you to understand our office policy regarding insurance assignment.

Payment is due at the time of service unless we accept assignment with your insurance company for a covered service. For our office to accept insurance assignment for services, we ask that you read and sign the following.

### **You acknowledge that it is your responsibility to:**

- 1 Provide complete up-to-date information on medical insurance coverage for the patient. This includes information on all plans, if enrolled in more than one health plan.
- 2 Present a valid insurance card at each visit.
- 3 Pay any applicable co-payment at the time of service.
- 4 Present a valid referral or authorization number for services (if required by your plan).  
Inform us if the patient's need for medical services is due to a motor vehicle, worker's compensation, or other accident.
- 5 Pay within 30 days any balance on your account for any amount due this office, such as deductibles, coinsurance, co-payments, or non-covered services.

**You are ultimately responsible to pay the medical bill if the assignment of benefits is not honored in whole or in part.**

### **Routine Vision Care Services and Other Non-Covered Services**

1. Some insurance plans have coverage for vision care "routine" and other services.
2. Please call your insurance company or benefits resource person to determine whether you have a "vision care rider". Our office will assist you in that determination. However, only your insurer can conclusively determine if a service is covered under your contract.
3. If coverage cannot be verified, payment is due at the time of service.
4. A referral from a primary care physician does not guarantee that the service will be covered (i.e. paid for) by your insurer. (A referral only gives the PCP's authorization; it is not a guarantee of benefits.)
5. Please be advised that our office does not re-code vision care services so that they will be covered as a medical service.

### **Your signature below indicates**

- 1 You understand and accept our policy of assignment of insurance benefits.
- 2 You attest to the accuracy and completeness of the medical insurance coverage information.
- 3 You authorize this office to release medical information necessary to process your claims and appeals.
- 4 You authorize payment of medical benefits to University Children's Eye Center, P.C.

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Signature of Patient or Responsible Party

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Patient's Name

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Relationship to Patient

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Date

# University Children's Eye Center, PC

## Bridgewater Office

678 Route 202/206 North  
Bridgewater, NJ 08807  
908-203-9009

## Main Office

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### PATIENT CONSENT FORM

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. The Notice contains a Patient Rights section describing your rights under the law. You have the right to review our Notice before signing this Consent. The terms of our Notice may change. If we change our Notice, you may obtain a revised copy by contacting our office.

You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. We are not required to agree to this restriction, but if we do, we shall honor that agreement.

By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment and health care operations. You have the right to revoke this Consent, in writing, signed by you. However, such a revocation shall not affect any disclosures we have already made in reliance on your prior Consent. The Practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The patient understands that:

- Protected health information may be disclosed or used for treatment, payment or health care operations
- The Practice has a Notice of Privacy Practices and that the patient has the opportunity to review this Notice
- The Practice reserves the right to change the Notice of Privacy Policies
- The patient has the right to restrict the uses of their information but the Practice does not have to agree to those restrictions
- The patient may revoke this Consent in writing at any time and all future disclosures will then cease
- The Practice may condition treatment upon the execution of this Consent

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Patient's Name

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Date

### OFFICE USE ONLY

I attempted to obtain the patient's signature in acknowledgement of this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below:

Date:	Initials:	Reason:

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### ROUTINE VISION CARE

Thank you for choosing us as your pediatric eye doctors. We will work with you to help you with your insurance claims, but would like you to understand our office policy regarding routine vision care.

**How does routine eye care differ from a medical eye exam?** A routine eye exam is a full examination by our pediatric eye specialists who have training beyond a general optometrist. During our exam, the eyes are checked for any disease or problems that would potentially damage vision, however, it differs from a medical exam in that the eyes are healthy and the only abnormality is that your child may or may not need eyeglasses to correct his/her vision.

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You acknowledge that it is your responsibility to verify your routine vision care benefits. You will need to check with your human resources department or call your insurance company directly to inquire about eligibility. If you are unable to verify your routine vision care benefits, payment will be required at the time of service.

Most insurance companies are required to pay for routine eye exams, however, there are some exceptions. Some insurance carriers use an outside network such as VSP, Davis Vision, Spectera, EyeMed, etc., for their routine eye care benefits. Please note that this office **DOES NOT** participate with any Vision Care Plans/Riders. If you have been advised by your human resources department or insurance company that your vision coverage is through a Vision Care Plan, we are unable to accept assignment on the claim and payment will be required at the time of service.

### Your signature below indicates

1. You have verified your routine vision care benefits.
2. Your vision care benefits are **NOT** through a separate Vision Care Plan.

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Signature of Patient or Responsible Party

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Patient's Name

---

Relationship to Patient

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Date