

# ESCN Y Office Policies

Please bring your glasses, a list of your medications, your insurance cards, and any paperwork attached to this letter.

Refractions, the test to determine the prescription in your glasses, is not covered by many insurance companies. There is a \$50 fee for this test that you may be responsible for. Please let us know at the time you arrive at the office if you are requesting this test.

The following are policies in place at our office:

- Please be advised that if you arrive late by 10 minutes we reserve the right to reschedule your appointment.
- If you do not bring your insurance cards to the appointment we will reschedule.
- Please contact us 24 hours prior to your appointment for cancellations.
- There is a \$40 fee for not showing to your appointment.
- If you need forms filled out such as motor vehicle forms, please bring them to your appointment and we will gladly fill them out for free at the time of visit. After your appointment, there will be a fee to fill out motor vehicle forms and check vision of \$30.
- You are responsible for your copayment at the time of visit.

We look forward to seeing you. Call with any questions- 315-362-3937