
TOWNE LAKE EYE ASSOCIATES OFFICE POLICIES

1. Payment is due when services are rendered unless other arrangements are made beforehand.
2. Patients are responsible for obtaining all information regarding their insurance.
3. Patient are responsible for any bills not paid by their insurance company after 90 days.
4. If we file insurance, patients authorize insurance benefits to be paid directly to the doctor, and understand they are responsible for non-covered services.
5. Patients are asked to pick up spectacle/contact lens orders in a timely manner. Orders will be returned after 30 days, unless otherwise advised by the patient.
6. Work with a patient's old frame is performed at the patients own risk. Older frames may break.
7. **Contact lens patients** - if you wear contact lenses, it is necessary to have a contact lens evaluation. There is an extra fee for this service.

I am the guarantor of this account, and I have read, understand, and agree to these office policies. Further, I acknowledge I was offered a copy of Towne Lake Eye Associates Privacy Practices.

Patient/Guarantor Signature

Today's Date