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**Welcome to our office!** We appreciate the trust that you show in allowing us to provide your eye health and vision care. To allow for the best use of your time in our office, we ask you to complete the items below before your appointment. We need all of this to allow Dr. Mitchell to give you the best care.

**Complete the Welcome to the office form.** We need this information to create your file in our office. The personal and family health status allows us to guide your visit in the office to address the important individual needs you may have. If you have a list of medications, please copy it and bring that along too. We need to know all your medications, prescription and non-prescription.

**Your ID Card and Insurance Card.** Bring your picture ID as well as any insurance cards for any optical, vision or medical insurance that you may have. Even for routine visits, if a medical eye condition is found during your exam, we can help you submit a claim to your health insurance for the medical portion of the exam.

**Make sure we have your authorization before your visit.** Many insurance plans such as VSP, EyeMed and others require us to get an authorization in advance. We need to have this authorization before you come into the office to be sure that you are eligible for services. If you arrive and we have not received your authorization, then we must reschedule your visit. We cannot bill these insurers without an authorization before the exam.

**Eyeglasses.** Bring all the glasses that you currently use and your last prescription. We will compare the optical strength of these glasses with your exam findings to determine how your vision has changed.

**Contact Lenses.** Wear your current contact lenses in to the appointment, if you are comfortable and it is safe to do so. Bring any contact lens packaging and your contact lens prescription.

**Eye Medications.** Bring all your prescription and non-prescription eye medications with you to your visit.

**Children.** Bring any referral forms if a problem was found at school. All minor children must be accompanied by a parent or legal guardian for the entire visit.

**Dilation.** The doctor will dilate your pupils to fully evaluate your eye health. This has the effect of making you more light sensitive and to have fuzzy vision at near. This lasts for about 2 hours in most cases. If you would like, you may come 15-20 minutes before your appointment to look at eyewear if you think your vision will be too blurry for you to look at frames.

**Rescheduled, showing up late or Cancelled Appointments.** We require 24 hour notice for all cancellations or rescheduled appointment. If you arrive at the office 10 or more minutes after your scheduled time, we must reschedule your appointment as there will not be enough time to do a thorough exam. Our office has a fee for rescheduling, cancelling or late arriving patients if we have not been notified 24 hours in advance.