

## Welcome Letter

As a new patient in our office, we are pleased to welcome you warmly and offer you our sincere appreciation for choosing us as your eye health and vision care providers. In order to open a folder in your name and to provide you with the most convenient use of your time during your visit to our office, the doctor wants you to read the following requirements, complete the attached documents and bring them to our office on the day of your appointment. Your doctor needs this information in order to give you the best possible eye care.

- ❑ **Complete the “Welcome to the Office” Form:** You need to complete this form to establish your portfolio. This form includes personal and family information, as well as the health of your eyes and vision. Your responses will be a guide for our doctors and staff, and will help us address any significant issues during your visit.
- ❑ **Complete Your Eye Health and Medical History:** Many general health conditions can be associated with symptoms of eye or vision diseases. This information is very important (currently it is required by the State Health Council and also by all medical and visual insurances) because it will also allow us to provide you with the best care: "Your complete personal health" and not only attend a couple of eyes. This information includes a complete list of the medications you are taking with or without a prescription, which you could include on a separate paper to be photocopied, if you prefer.
- ❑ **Medical Insurance Cards, and forms for your claim:** On the day of your appointment you must bring all the information or your Medical and / or Visual Insurance card. (Even in “routine” visits, the doctor could discover a medical problem in your eyes during the visual examination and this condition could be claimed in your Health Insurance as a medical evaluation within the visual examination.
- ❑ **Glasses:** Please bring ALL pairs of glasses you are currently wearing, including prescription and non-prescription reading glasses, sunglasses, etc. We have instruments to compare the ocular level or power of your old lenses with the results of the new visual exams; This will make it easier for us to determine and explain how your vision has changed over time. Also during your visit we will evaluate the condition and posture of your current glasses.
- ❑ **Contact Lenses:** If possible, it would be best if you are wearing your contact lenses at the time of your appointment. If it is not possible to wear them, you must bring your contact lenses in the box. If you wear disposable contact lenses, it would be very helpful if you bring the package or box with the serial number, strength, factory, etc.
- ❑ **Eye Drops, Ointments, etc .:** Please place all containers of eye drops or ointments that you use in your eyes in a small bag and bring them with you on the day of your appointment. Your doctor will check to see if these are appropriate for your eyes, or if a better option is available.
- ❑ **Dilation:** The doctor may require the use of drops to dilate your pupils in order to do a complete evaluation of the internal health of your eyes. These drops have the temporary effect of increasing your sensitivity to light causing "blurry" vision at short (reading) distances. Therefore, if you would like to purchase a new frame for your lenses, please arrive 15-20 minutes early for your appointment, so that you can choose between frames from our selection.

**Completing this list of requirements will ensure you receive the most complete and professional care possible and in the most efficient manner. We look forward to your appointment day!**