

Dear _____,

Appointment: _____,20 _____ @ _____ : _____ PM / AM

We would like to personally welcome you to our office. We are committed to providing you with state-of-the-art eyecare. To make your visit go as smooth as possible, we ask that you read the information enclosed in this letter.

As a courtesy to other patients requesting appointments and to avoid potential cancellation charges, please give our office a **minimum of 24 hours notice** if you are unable to make your appointment.

WHAT TO BRING?

1. Go to our website www.visionprofessionals.net Select patient forms. Print off and complete the appropriate patient history forms. Return completed forms to us at check in.
1. Please bring any glasses that you have and any pertinent medical eye information.
2. Please come in wearing your contact lenses. Bring your case, solutions, and a copy of your contact lens prescription. Also bring any leftover lens packages or boxes. If you are wearing an older lens technology we may **re-fit** you into a newer, state-of-the-art contact lens.
3. If applicable, bring your vision insurance information **and** medical insurance card.

INSURANCE INFORMATION

Ultimately we want to help you utilize any insurance, to minimize your out of pocket expenses. Our staff is extremely skilled at assisting you in this manner; however, if you are unable to provide us with an adequate amount of information, including your medical card and/or the exact name of your vision carrier, we cannot be of much help. The appropriate place to obtain this information is the human resource department of your employer. If you are using insurance, **YOU MUST provide us the name(s) of your coverage at least 48 hours prior to your appointment.**

OFFICE DIRECTIONS

WORTHINGTON OFFICE – 7801 Olentangy River Rd., Columbus, OH 43235, (614) 846-7574

We are located on state route 315 just one half mile north of I-270. Our office is a renovated house that sits on a hill across the street from a BP station just south of Worthington Hills & the Hills Market. *Although our address is 7801 Olentangy River Rd. we are NOT located in the Riverside Hospital area. We are a short drive further north on 315.*

NEW ALBANY OFFICE – 5121 Forest Dr., Suite B, New Albany, OH 43054, (614)855-7574

We are located just off state route 62 two blocks north of state route 161 close to the New Albany Surgical Hospital. From route 62 turn east onto Smith's Mill Rd. Take your first right onto Forest Dr. Immediately turn right into Smith's Mill Office Park. We are the second building on the right.

Dr. Smiley and all of our staff look forward to seeing you soon. We thank you in advance for obtaining all the information necessary to make the administrative part of your visit run smoothly. If you have any questions or concerns, please call our office today.

-Vision Professionals