**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**ALL PATIENTS MUST CHECK OUT**

01152013

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Applies to: Billing; Clerical; Clinical; Diagnostics

Patients are not to be told it is “ok” to leave after having certain diagnostic tests, i.e. Visual Field or OCT,  or even visits with our physicians without first checking out.  This is never acceptable.  Not even if the patient has their next appointment.

There is often the need to collect additional fees or to verify needed information.

All patients are to stop by check out (after receiving a service) prior to leaving.

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Authorized Signature/Date