**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**EMPLOYEES ACCESSING SERVICES AND PRODUCTS**

02282014

**--------------------------------------------------------------------------------------------------**

Applies to: All Employees

Employees must sign a document stating that they authorize payroll deduction of any unpaid charges if they do not pay for the services in full at the time services are rendered.  This should be signed BEFORE they receive services or products so that HR can deduct any remaining balances from their final pay if they should leave our employment.  In addition, optical products should be paid in full before the employee receives the item.

Scheduling of appointments for employees or their families must be scheduled or approved by HR prior to the appointment being made.

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Authorized Signature/Date