**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**EXAMS ON STAFF AND IMMEDIATE FAMILY MEMBERS OF STAFF**

10152013

-----------------------------------------------------------------------------------------------------------------

Applies to: All Staff

When staff request exams for themselves or immediate family – children, spouses/significant others – if they have an insurance plan that will cover the visit, we must bill the visit and collect all copayments due, as per the contract we may have with their insurance company.  (Copays can only be waived in those cases in which payment of the copay poses a severe financial hardship for the patient/payee).

If the staff member requesting the exam exams for themselves or immediate family – children, spouses/significant others, does not have an insurance plan that will reimburse us for the exam, it is our policy to provide a courtesy discount to seventy fie dollars ($75) for the exam.

This generally should be paid on the day of the exam, but with prior arrangements through HR, it can be taken as a payroll deduction over one or more pay periods.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature/Date