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PREPARE FOR YOUR APPOINTMENT

Welcome to David A. Ewing-Chow, MD, PLLC Ophthalmology Practice.

Please arrive 15 minutes prior to your scheduled appointment time. Plan on your office visit being approximately **1.5 hours** as dilating drops may be used to enlarge your pupils. It is suggested you have a driver as your vision may be blurred and bright lights may be bothersome. We ask that one person accompany an adult due to our space limitations. If you have another appointment after seeing our provider, please notify a Front Office Associate so that we can best accommodate you. If you are unable to keep your appointment, please cancel at least 24 hours in advance to avoid a \$50.00 missed appointment fee. We will not assume responsibility for your care until you are examined by the doctor. Please be aware **we do not participate with Vision Insurance. We only accept Medical Insurance and do NOT par with Worker's Comp. Not all services are covered benefits under all insurance policies. It is very important that you understand your individual/family coverage.**

Please bring the following items to your appointment:

- Insurance cards are required at **EVERY** visit, including follow up appointments. Without your insurance cards your visit will be processed as a self-pay (see Important Information for Your Appointment below)
- If you have Tricare Prime, please bring your current Tricare Authorization.
- Photo ID; as required by law to validate the identification of all patients.
- Patient must sign all paperwork unless a Power of Attorney / Healthcare Proxy is provided for our files.
- Current glasses and/or contacts. **Please do not wear contacts to your appointment.**
- All paperwork filled out completely before appointment – **if it is not completed, your appointment may be delayed or canceled. All required forms can be printed from our Patient Portal (see below).**
- Updated medication list, including over-the-counter / herbal supplements – Dosages/amount per day.
- Sunglasses to wear after your appointment.

Your appointment may be rescheduled for the following circumstances:

- If you do not have your insurance cards.
- If you arrive 15 minutes late for your appointment.
- If you do not have a prior authorization required by your insurance– we reserve the right to cancel your appointment within 3 business days of your appointment if we do not have a copy of the authorization.

Important Information for Your Appointment:

- Your insurance **co-pay, co-insurance** or **deductible** is due at time of service. We reserve the right to require patients to pay their deductible or co-insurance amount at the time of service.
- Patients with only straight Medicare are required to pay the 20% not covered by Medicare at time of service. Medicare will be billed. If the 20% collected was more or less you will be refunded or billed for the remainder.
- Self-pay or non-participating insurance patients are required to pay in full at time of service. A \$100.00 deposit is required at check in and will go towards your remaining balance. All codes for each visit are reviewed and if the code is changed you will be refunded or billed for the remainder.
- *Refractions for glasses prescription are a non-covered service and a fee of \$50.00 is due at the time of service.*
- Returned checks are subject to a \$35 fee.

Patient Portal: <https://daewingchowmd.portalforpatients.com/portal>

- Required paperwork: Select the Downloadable Forms tab and choose the Adult Packet.
- You can also find important office information here, including insurance participation, appointment information, and contact information for our office.

Parking: Free parking is available behind Woodruff Professional Building – access via Black River Parkway

We look forward to seeing you at your appointment.

The Team at David A. Ewing-Chow, MD, PLLC

Facebook: <https://www.facebook.com/DrEwingChowEyeCareClinic>