

PROCEDURE FOR CLINICAL LOW VISION EVALUATIONS FOR TSBVI

NORTHWEST HILLS EYE CARE
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Agreement for a clinical low vision evaluation must be a recommendation from an official ARD meeting when TSBVI is paying for the examination. The student's parent/guardian or the adult student must agree and sign two permission forms available on the NW Hills Eye Care website, under "Patient Resources": Permission for Low Vision Exam and Permission for the use of Eye Drops. A copy of those signed forms must be sent to NW Hills Eye Care along with other requirements described below.

After the ARD meeting, the student's primary teacher or "case manager" is responsible for completely filling out the Low Vision Referral Form and submitting it to the TSBVI Health Center so that it can be submitted with their medical information. The most current version of this form can be found on the NW Hills Eye Care website, under "patient resources". Please make sure the most up-to-date version is used. Incomplete information will be returned for completion and may delay scheduling the appointment.

The following records **MUST** be submitted with the referral form and two permission forms at least **ONE WEEK** before the scheduled appointment: Copies of eye examinations, any previous low vision evaluation reports, other pertinent data such as functional vision and learning media assessments, print reading assessment, orientation and mobility reports, and other pertinent medical data for this referral. Records may be obtained from the department for student records at TSBVI. For students who have seen Dr. Miller previously, send only those reports that are new since the date of that low vision exam and note that there is no new information.

Send the referral form, permission forms and records to Northwest Hills Eye Care, Attn: Dr. Miller, via hard copy or electronic mail (drlaura@nwhillseyecare.com) or FAX to 512-340-0009 **ONE WEEK** prior to appointment.

Late paperwork will require rescheduling appointment.

Additional Fees: 1) A \$75.00 processing fee will be incurred if the patient "no-shows" without 24-hour prior notice. 2) If patient is more than 15 minutes late for an appointment, a \$25.00 late fee will be charged and the appointment will likely be rescheduled, depending on Dr. Miller's schedule that day.

Please call Joe at Northwest Hills Eye Care if you have further questions. We appreciate sharing in your students' eye care and being a member of their team.