

SCHOOL DISTRICT PROCEDURE FOR LOW VISION REFERRALS

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 a school district is paying for the examination.

The following forms must be submitted ONE WEEK before the appointment:

1. 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 Center*": Permission for Low Vision Exam and Eye Drops form. A copy of those signed forms must be sent to NW Hills Eye Care along with other requirements described below.
2. TVI is responsible for completely filling out the School District Low Vision Referral Form and submitting it to our office via fax 512-340-0009 or to regina@nwhillseyecare.com. The most current version of this form can be found on the NW Hills Eye Care website, under "Patient Center". Incomplete information will be returned for completion and may delay scheduling the appointment.
3. 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. 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 can be faxed to 512-340-0009 ATTN: Regina or regina@nwhillseyecare.com 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 the doctor's schedule that day.

We appreciate sharing in your students' eye care and being a member of their team.