Dr. Randall Tozer, Dr. Dara Shahon, and Dr. Kevin Huff welcome you to Tozer Eye Center. This letter will introduce you to our practice and allow you to submit your paperwork prior to your appointment.

**Before Your Appointment**

1. Please complete and submit online or return by mail the patient registration and medical history form prior to your appointment.
2. Bring your insurance cards.
3. Bring current and/or preferred glasses.
4. Bring or wear contact lenses along with most recent prescription or an empty contact lens box.
5. Bring along any records from previous doctors that may be helpful.

**Your Appointment**

1. Please arrive 15 minutes in advance for your new patient appointment.
2. A complete eye examination includes preliminary testing performed by certified ophthalmic technicians followed by a complete ophthalmic examination. A slit lamp is used to examine the eyes for conditions including glaucoma, cataracts, and retinal abnormalities. Eye drops are used to dilate the pupils, allowing the doctor to more thoroughly examine the lens, optic nerve, and retina. The doctor will discuss relevant findings and appropriate treatment as indicated. Your questions are always welcome. Visits are approximately one and a half hours.
3. We require 24 hours notice if you are unable to make your scheduled appointment.
4. Directions to our office are enclosed with this letter and may also be found on our website (www.tozereyecenter.com).

**Insurance Policy**

1. All of our doctors accept Medicare assignment and many commercial insurances, PPO’s, and some HMO’s. In addition, Dr. Tozer and Dr. Huff participate with VSP and Avesis.
2. If you intend to use your insurance, please provide our staff with your current insurance information and card at the time of your visit. If your insurance changes, prompt notification to the staff will ensure accurate billing.
3. If your insurance requires a referral please secure this referral from your primary care doctor prior to your scheduled appointment.
4. Co-payments, deductibles, and self pay payments are due at time of service. Payments may be made by cash, check, Visa, Mastercard, Discover, and American Express.

If you have any questions in regard to your upcoming appointment please contact our office.