

Greenbriar Vision Center Office Policy

Appointments

The allotted time slot scheduled for your appointment is for you. As a courtesy to the doctor and other patients, if you are 15 minutes late to your appointment, you may be asked to reschedule.

Any missed appointments or cancellations not given 24 hours notice will be subject to a cancellation fee of \$25 per missed appointment.

Payment

Payment is due at the time of service. We accept cash, credit cards, and checks. Any returned checks are subject to a \$35 fee.

If ordering glasses or contacts, at least half payment is due at the time of order. The remaining balance must be paid in full at the time of dispense.

Eyeglass returns must be made within 30 days of the purchase date, are subject to a 30% restocking fee, and approval from the manager.

Insurance

Insurance information must be collected on the date of your exam. You are financially responsible for any charges and balances not covered by your insurance.

If you are being treated for a medical related eye condition, our office does not submit to your medical insurance unless you are a Medicare patient. Medical visits are not covered by vision plans. Payment in full is due at the time of service. You will be given an itemized receipt to submit to your medical insurance.

Contacts

The contact lens evaluation fee includes necessary follow up visits for 30 days.

Opened or marked contact lens boxes cannot be returned for a refund.

Print Name

Signature

Date