



**RETINA & VITREOUS**  
CONSULTANTS OF VIRGINIA, P.C.

## Welcome to our office

### What to expect when you come for your appointment:

Retinal offices are different from any type of general eye doctor that you see. Retinal physicians deal with the back of your eye and they do not do eye glass prescriptions or any type of condition that involves the front of the eye.

Enclosed you will find forms that need to be completed and brought with you for your appointment. Please bring your insurance card and photo ID with you and a list of your medications. Copays are due at the time of your visit.

Please expect to be here anywhere from 2-3 hours each visit. There will be times that your visit maybe shorter but please understand Retina is not an "in and out" type of practice. It takes time to get you ready to see Dr. Ilyas and you may need testing before you see him and there are times that we are hit with emergencies and they take top priority due to the fact that a patient can lose their vision if not treated right away. We do ask for patience and understand your time is valuable and we will do our best to get you seen as soon as possible.

### The following are a few policies that we would like you to be aware of:

**Appointments:** We ask that you please arrive on time for your appointment and please don't come too early for your appointment. Coming early does not mean you will be seen sooner. We take patients by their appointment times. If you are running late we ask that you please call the office to inform us. Failure to do so may result in your appointment being rescheduled.

**Cancellation policy:** It is important to keep your appointment but if for any reason you cannot we ask that you provide us at least a 24 hour notice. Please be aware there is a **\$75.00 no show appointment fee** for any missed appointments. We do try to call patients as a courtesy before their scheduled appointments, but it is the patient's responsibility to keep track of all appointments.

There is also a \$75.00 material fee if you come for your appointment and the technician gets you ready to see the doctor but you can't stay for your appointment.

**Medical forms:** There is a fee to have medical forms filled out and a fee for medical records. Prices do vary depending on the preparation of records or forms, the secretary will inform you of the cost.

Patients that need assistance or are wheelchair bound, we kindly ask that someone accompanies them for their appointment. Our staff is unable to assist with bathroom needs, oxygen, etc.

I have read and understand the office policies:

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Signature

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Date