



PROCEDURE FOR FILING AN APPLICATION FOR EYE SURGERY

Application for Eye Surgery is on Lions Saving Sight website: lionssavingsight.org

1. Download and/or print applicable form.

- Applicants **must be Florida residents including residents from the Islands of Aruba, Bahamas, Bonaire and Curacao.**
- Applicant Intake Forms must be completed by the Intake Administrators, area Lions Clubs and/or participating partners. **Both pages must be completed in their entirety including the applicant signature.**

2. Applicants must provide as designated on the Applicant Intake Form:

- Proof of U.S. Citizenship or Resident Alien status.
- Proof of Florida residency (copy of driver's license, utility bill, etc.).
- Must fall below 200% of the Federal Poverty Level. **Lions Saving Sight** assists in providing surgeries to truly financially challenged individuals. It is the responsibility of the Intake Administrator or other physician partner to verify the client's financial need. If they live with other household members, the other members' income and expenses **MUST** be included in the financial statement.
- Financial documentation must include household income and expenses.
- If applicant needs bilateral surgery, (UNLESS OVER 65 YEARS OLD OR DISABLED) a denial letter from the Division of Blind Services/Vocational Rehabilitation is required in the State of Florida

3. Medical Documentation

- A copy of the pre-operative examination, performed by a Florida licensed eye care professional, **must** accompany the application to better understand the diagnosis and the surgical treatment that is recommended.
 - Based on the recommended treatment the application will be processed accordingly.
- **Lions Saving Sight** has a network of providers within the state of **FLORIDA** with whom we have agreements and agreed pricing. Once approved, the applicant will be referred to the nearest provider that performs the type of surgery required. **ONLY** the Director of Operations will make the decision on surgeon and the surgery center.
- Diabetic clients must submit current blood sugar and A1C values. Incomplete diabetic profiles may result in denial of surgery.
- Answer all medical questions on the application (e.g., Diabetes, Blood Clots, Heart Issues).
- Lions Saving Sight does not cover cosmetic surgery.
- Lions Saving Sight covers standard lens for cataract surgeries.

4. Insurance Requirements

- If the applicant has insurance, attach copies of the front and back of the insurance card.

5. Provider Assignment

- **Approvals** for all surgical procedures including exams, must be authorized by the Director of Operations.
- Applications that are **not** complete will be returned to the Intake Administrator or referral source as a denial until application is completed, delaying the process of approval and scheduling.
- The choice of surgeon and/or facility **belongs to the Director of Operations**.
 - All contact with the applicant, once the case has been approved, will be by **Lions Saving Sight Director of Operations** and medical personnel who participate in their care.
 - The Intake administrator or referral club sponsor should **not** contact the surgeon or other care provider partners.
 - **HIPAA regulations apply**- all contact will be directly with the applicant by the Director of Operations. Once the applicant has been approved or denied, the Intake Administrator or Resource/ Physician Partner will be contacted through their email address indicated on the application client intake form by the Director of Operations and/or designee.

6. Transportation and Compliance

- **Applicants must have** reliable transportation to the surgical center, pre-operative examination, all follow-up visits, and accommodation if needed.
- Applicants must agree to follow all instructions and keep appointments as scheduled.
- Lions Saving Sight pays for necessary surgical procedures applicable expenses only- transportation or hotel accommodations are not covered

7. Timeline and Validity

- For applicants who are of a culture which has multiple surnames, it is important that the name on the application matches their identification and medical records, as this will be the name used by the doctor.
- **Lions Saving Sight** requires that each applicant have:
 - A personal mobile phone,
 - Permanent independent living home address and
 - An email address to be used for contact and follow-up purpose Medical personnel involved in their care.
- If the approved surgery has not been performed within six months of approval, the case will be cancelled, and a new application will be required. All bills must be received in a timely manner - within 6 months of date of service/surgery- or they will not be paid by Lions Saving Sight.
- Lions Saving Sight will only pay for cases that have been approved before surgery. No cases will be paid retroactively.

8. Bilateral Surgery Policy

- Approvals will be given one procedure at a time by the Director of Operations directly to the physician partner.

9. Submission Requirements Checklist:

Before submission, ensure the application includes:

- Completed Application Intake Form

- Copy of ID/Proof of Florida Residency (Driver's License, Green Card, etc.).
- Diagnosis documentation from an eye care professional.
- Insurance denial letter and cards, if applicable.
- **All required** financial documents with applicant signature
- Only submit forms via email and/or eFax.

Submission Contact Information

- Once **all the above** has been completed, scan and email and/or fax the entire package to the Director of Operations .
- Contact information can be found on the Lions Saving Sight website.
- Approval or denial notices will be sent only via email - enter your email correctly, where indicated on the Project Form.
- Applicant bills must be sent by email, eFax or standard mail from the case partner to the Director of Operations.

10. Office Hours and Emergencies

- Routine telephone calls: Monday -Friday 9 AM to 6 PM (see contact info on Website)
- Emergency Contact (non Cataract cases): call or email the Director of Operations.
After hours calls accepted **only for true emergencies during surgery or where delaying surgery may result in loss of vision e.g. severe retina cases and severe glaucoma cases.**