

# SINGLE VISION SOLUTION

## VISION CARE PROGRAM

### INSTRUCTIONS FOR SUBMITTING THE ATTACHED APPLICATION FOR BENEFITS

*Please read carefully before completing this form.*

#### **GENERAL INFORMATION**

- Separate all itemized billings or paid receipts according to each eligible family member
- Fill out a separate claim form for each eligible family member
- Attach each member's paid itemized receipts to the completed form

#### **EACH ITEMIZED BILLING OR PAID RECEIPT MUST CONTAIN:**

- Name and address of provider (Doctor or person providing the vision care)
- Patient's full name
- Exact date (Month, Day, Year) each service was performed
- Type of service performed (Procedure)
- Amount charged for each individual service performed
- Attach explanation of benefits when billing more than one insurance (example: Blue Cross/Blue Shield, Medicare)

*Cash register receipts, cancelled checks, credit card receipts, money order receipts, and personal itemizations are not acceptable.*

*Make any needed copies of itemized billings or paid receipts for your files before submitting the originals. All materials submitted will be retained for our files.*

***Please complete the top portion of the claim form following the instructions on the next page. Please type or print clearly.***

***After completing the claim form, detach the instruction sheet from the claim form along the perforated line. Keep the copy for your records. Attach all itemized paid receipts and other information requested above to the claim form and mail to:***

Single Vision Solution  
Vision Care Program  
P.O. Box 464  
Mt. Clemens, MI 48046-0464

**Questions? Telephone: 1-800-225-3095**

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR VISION CARE BENEFITS

## **BOXES 1 THRU 19 TO BE COMPLETED BY EMPLOYEE**

- Boxes 1-3 — Fill in employee's last name, first name and middle initial.
- Boxes 4-7 — Fill in employee's street address, city, state and ZIP code.
- Boxes 8 — Fill in employee's 9-digit Social Security Number.
- Boxes 9-11 — Fill in patient's last name, first name and middle initial.
- Boxes 12 — Indicate sex of patient.
- Boxes 13 — Fill in patient's date of birth (Month/Day/Year.)
- Boxes 14 — Indicate patient's relationship to employee.
- Boxes 15 — Indicate whether patient has coverage by another group medical plan provided by another employer, if yes, give carrier/plan name and policy number.
- Boxes 16 — Indicate whether services performed were the result of patient's employment.
- Boxes 17 — Indicate whether services performed were by SVS Vision Optical Centers (or an affiliated provider.)
- Boxes 18 — Indicate any additional information that may help in review of your claim (emergency services, etc.)
- Boxes 19 — The employee must sign the claim form. Please include the date, your area code and telephone number.

## **BOXES 20 THRU 29 TO BE COMPLETED BY PROVIDER**

***If the Doctor, person who provided the vision care services completes the claim for you, please advise him/her to use the procedure and explanation code structures on the back of the form. Please ask your provider to supply their license number and speciality in the spaces provided at the bottom of the claim form.***



# TO THE PROVIDER

**When completing the front of this form for the patient, please use the following.**

**PROCEDURE:** Use the code(s) that best describe services performed.

**VISION EXAM**

- 92002** New Patient, Intermediate
- 92004** New Patient, Comprehensive
- 92012** Established Patient, Intermediate
- 92014** Established Patient, Comprehensive
- 92015** Refraction

**FRAMES**

- V2020** Standard Frame
- V2025** Designer Frame

**LENSES**

- V2100** Single Vision
- V2200** Bifocal
- V2300** Trifocal
- V2781** Progressive

**CONTACT LENSES**

- V2500** Contact Lenses
- 92310** Contact Lens Fitting

**SPECIAL LENSES**

- V2715** Prism

**SPECIAL COATINGS/EXTRAS**

- V2750** Anti Reflective coating
- V2755** UV protection
- V2760** Scratch resistant coating
- V2760** Scratch resistant coating under 13
- V2762** Polarization, any lens
- V2784** Polycarbonate

**TINTS**

- V2745** Tint

**EXPLANATION CODE:** Use the characters below to report a 2-digit code when an exam or contact lenses are provided. No other services will require an explanation code.

	FIRST DIGIT		SECOND DIGIT	
	DIGIT	DESCRIPTION	DIGIT	DESCRIPTION
<b>EXAM</b>	<b>1</b>	Vision Testing – Lenses Prescribed	<b>A</b>	Regular Exam
	<b>2</b>	Vision Testing – Lenses Not Prescribed	<b>B</b>	Subsequent Exam with Additional Testing (Referral Exam)
<b>CONTACT LENSES</b>	<b>3</b>	One Prescription Lens Change in Vision	<b>C</b>	To Correct Visual Acuity to at Least 20/70 in the Better Eye
	<b>4</b>	One Lens – No Change in Vision	<b>D</b>	Not to Correct Visual Acuity to at Least 20/70 in the Better Eye
	<b>5</b>	Two Lenses Change in Vision	<b>E</b>	Required for Keratoconus
	<b>6</b>	Two Lenses – No Change in Vision	<b>F</b>	Required for Irregular Astigmatism
			<b>G</b>	Required for Irregular Corneal Curvature

**SPECIALTY CODE (BOX 24):** Indicate one of the following 2-digit codes that identifies provider specialty.

- 1 – Ophthalmology (M.D.)
- 2 – Ophthalmology and Otorhinolaryngology (D.O.)
- 3 – Optometrist (O.D.)
- 4 – Medical Supplies (Supplier)
- 5 – Other