



PRESCRIPTION SAFETY EYEWEAR PROCEDURES

Dear Employee,

1. Ensure your name, employee ID, PO# and authorized signatures are completed on the Order Form.
2. You must provide a current eye prescription (within last 12 months) to the Provider at the time of the order. **Employees will be responsible for the cost of an eye exam, if one is needed.** *Review your HMO Vision Benefit or VSP Vision Benefit Plans for discounts or co-pay details for eye exams. Got questions about vision benefits? Contact the HR Benefits Office 513-1932.
3. If you do not want to use your own eye care provider, please call one of the providers listed below to schedule an eye exam.
4. Take the Order Form and your prescription to one of the providers listed below.
5. Pick out frames and associated options. Dispenser will fill out the remainder of the order form and send it to Hi-Tech Optical. **Any employee paid amounts must be paid through payroll deduction with authorization obtained at the time of order.**
6. Once Hi-Tech has manufactured your glasses, they will send them back to the provider. Your supervisor will be notified when your order is ready for a professional fitting and pick up.

Provider Information:

Somers Eye Center

Health Services Pavilion
 (Next to NKC Hospital)
 2790 Clay Edwards Drive,
 Ste 1240
 North Kansas City, MO 64116
 (816) 842-2015

Office Hours:

Monday: 8:00am-5:30pm
 Tuesday: 8:00am-5:00pm
 Wed: 8:00am-5:30pm
 Thursday: 8:00am-5:00pm
 Friday: 8:00am-2:00pm
 Sat. and Sun: Closed

Insight-Crossroads

1518 Walnut St.
 Kansas City, MO 64108
 (816) 474-1916

Office Hours:

Mon: 8am-5pm Tues:
 8am-6pm Wed:
 8am-5pm Thurs:
 8am-5pm Fri: 8am-3pm
 Sat and Sun: Closed

Sabates Eye Center

5811 N.W. Barry Road
 Kansas City, MO 64154
 (913) 261-2020

Office Hours:

Mon-Fri: 8am-5pm
 Sat. and Sun: Closed

Any questions please call Customer Service at
 Hi-Tech Optical: 1-800-638-1171 or
 Fax: 1-800-806-1663.

This Program includes:

- Plastic or Polycarbonate Lens Material (Clear)
- Single Vision
- Bifocals D-28
- Trifocals 7x28
- Progressive (Hi-Tech Choice)
- Any Prescription Power
- Any Prism
- Any Multifocal Prescription Add Power
- UV Protection & CR Coatings
- Select Frames
- Permanent or Integrated Side Shields
- Eyeglass Case
- Shipping (First Class Mail)

(Please see order form for complete list of available options.)

The City of Kansas City, MO will provide the Basic Hi-Tech Safety Eyewear Program at no cost to the employee. An employee can only choose from the options that are listed on the order form. Additional selections chosen beyond the basic program price will be the financial responsibility of the employee and will be payroll deducted.

Provider/Dispenser Employee:

We ask your cooperation in completely filling out this employee's prescription form including pupillary distance, multifocal style, height, color of lenses, and all frame information.

There was previously a shipment made to your company of sample frames which are included in this safety eyewear program. Please call Hi-Tech customer support if you have any questions.

The City of Kansas City, MO will provide the Basic Hi-Tech Package of lenses and frames at no cost to the employee. An employee can only choose from the options that are listed on the order form.

After you have finished your examination and filled out the prescription form completely, please return the form by fax or email. When you receive the glasses back, please call the supervisor listed on the bottom left of the order form so he can instruct the employee to come to your office and have the glasses professionally fitted. Thank you.

**** The cost of eye exams are not covered under this program and will be the financial responsibility of the patient/employee.****

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Fax: 1-800-806-1663.