



Policy

Title:	Vision Care Benefits for Employees and Retirees
Effective Date:	July 1, 2015
Approved By:	President's Council
Responsible Party:	Vice-President for Administration
History:	January 1, 2008

I. PURPOSE

To clarify the specific Vision Care benefits available to employees and retirees of the University

II. DEFINITIONS

Immediate families for married employees include the employee's spouse and any children of the employee.

Immediate family for non-married employees: includes the employee's parents and any children of the single employee

III. POLICY

Following any applicable probationary period, all Salus University employees, both full and part-time and their immediate families are eligible for covered services. Salus Retirees are also covered for themselves only.

IV. PROCEDURE

Eligibility / Authorization:

All eligible individuals seeking to use this benefit must first obtain an eligibility form prior to the visit. These forms are available from the Human Resource Office.

Covered Services

Comprehensive Vision and Ocular Health Examination: One comprehensive vision and ocular health examination per fiscal year is provided during times students are in The Eye Institute (teaching mode).

Specialty Consultation and Diagnostic Testing: In most cases an employee's medical insurance will cover specialty consultations (retina, glaucoma, neuro-ophthalmology, cornea external disease, emergency care), specialty diagnostic testing (visual field study, ultrasound, HRT, GDX, OCT), or specialty care provided in the binocular vision service at The Eye Institute. Authorization for specialty testing or consultation typically requires a referral from the employee's primary care physician. Available medical insurance will be billed for the above specialty services.

If an employee or family member does not have insurance covering the above services, the individual is entitled to one specialty consultation or specialty diagnostic test per fiscal year, at no cost to the

employee or family member. If more than one specialty consultation or diagnostic test is required in a fiscal year, additional services will be provided at 50% of the prevailing charges.

Eyewear: One pair of glasses, including frame (\$32 allowance toward the wholesale cost of the frame) and single vision, bi-focal lenses, or basic progressive lenses will be provided to each eligible individual at no charge. Any additional lens items selected by the eligible individual (coatings, tints) will be available at the University's cost.

Employees and dependents are entitled to one pair of glasses per year under the terms of the benefit described above. Additionally, employees and dependents are entitled to two additional pairs per fiscal year, at the wholesale cost of materials, plus a \$20.00 service charge for each additional pair.

Contact Lenses: Employees and dependents are entitled to annual contact lens care. Contact lens care includes the contact lens fitting, lens dispensing, and associated follow up visits. Contact lenses (daily wear soft, rigid gas permeable, frequent replacement, extended wear) for any given fiscal year will be provided at The Eye Institute's wholesale cost. (If contact lens orders are placed more than once per fiscal year, a \$10.00 service charge will be added to the wholesale cost of additional orders. An annual comprehensive examination is required, in order to continue to place contact lens orders.

Other: No additional services are included under this vision care benefit. Payment for all additional services is required at The Eye Institute's prevailing charges.

Payment/Responsibility

The University requires the application of any available insurance benefits which the employee or their family members or retirees may have. Insurance information will be collected and insurance companies billed for services as applicable. If insurance is available, there will be no additional charge for the covered benefit. No insurance co-payment is required for any covered service.