



**Lions Eye Institute at Albany, New York, Inc.  
Patient Referral Policy**

Consultants' Management Services LLC (Physicians), Albany Medical Center and other Lions Eye Institute (LEI) approved medical facilities will accept patient referrals from Lions Clubs.

1. Lions may identify qualified individuals who appear to require subspecialty ophthalmologic services, who do not have private and/or governmental health insurance or the financial means to pay for such services, and who in the absence of assistance from the Lions are not likely to receive the needed ophthalmologic care.
2. Only the Club President and/or Secretary may make referrals. Referral is limited to these two individuals so that the club leaders will know who has been referred and can evaluate the appropriateness of the referral and monitor the progress of the referral.
3. Referrals must be made in writing. All forms must be completely filled out and signed. Patients must sign the HIPAA-compliant consent form allowing the exchange of medical information between the patient, Lions and LEI Physicians.

- a. For patients residing in Lions **District 20-O**, send completed forms to:

PDG Lion Wilfred Roehle, 8 Skyview Drive, Poughkeepsie, NY  
12603

With copy to:

VDG Lion Barbara Gavin, 159 South Quaker Lane, Hyde Park, NY  
12538

- b. For patients residing in Lion **District 20-Y2**, send completed forms to:

Lion Phil Klein, 29 Walter Drive, Saratoga Springs, NY 12866

With copy to:

Lion John McDonald, PO Box 91, Galway, NY 12074

- c. For patients residing in Lion **District 20-W**, send completed forms to:

PDG Lions Liz & Bob Walker, 66 East Church Street, Adams, NY  
13605

With copy to:

PDG Lion Wilfred Roehe, 8 Skyview Drive, Poughkeepsie, NY  
12603

4. Referrals are limited to emergency, diagnostic, therapeutic and/or surgical care. Routine eye care is more appropriately handled by local eye care providers and shall not be referred to the Lions Eye Institute.
5. To qualify as a referred patient, the individual, agent, guardian or Lions Club must make reasonable attempts to obtain private, charitable, or governmental health insurance such as Medicare, Medicaid, Fidelis, etc. It is the responsibility of the Lions Club to make sure this has been done. Any financial assistance provided by the Lions Eye Institute shall be limited to a **maximum total of \$4,500 per patient**. Applicants who may require surgery and/or hospitalization must also apply to Albany Medical Center for financial aid by contacting AMC's Patient Financial Services department at 518-262-1981 or 1-866-262-7476.
6. Requests for information concerning a referred patient may be received. For ethical, legal and confidentially (HIPAA) reasons, information will not be released to a third party unless there is a signed release from the patient.
7. Questions regarding this policy shall be made to the LEI Board President, 1220 New Scotland Road, Suite 102, Slingerlands, NY 12159. Questions and comments can also be sent via email to [leialbany@gmail.com](mailto:leialbany@gmail.com) or leave a voice message at 518-290-8939.