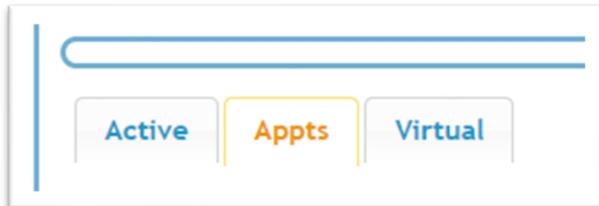


All Steps Are To Be Completed After The Patient Has Seen The Doctor

- Select The **APPOINTMENTS Tab** In Ciao!



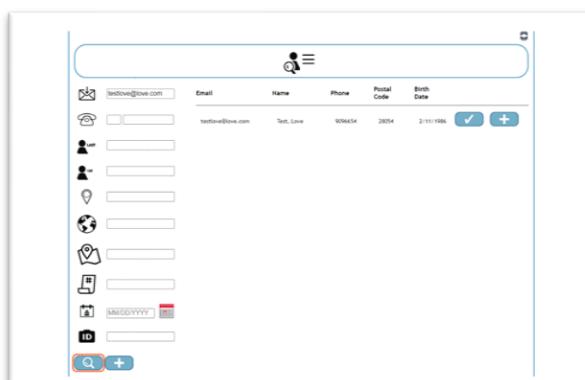
- **DIF Completed:** If All Privacy Forms Have Been Signed And Completed, All Demographical Information Along With The Patient's RX Will Be Sent To Ciao!
- You Will See The Patient's Full Name (You Can Also Look At Appointment Time)
- **DIF Not Completed:** If Privacy Forms Have Not Been Completed, You Will Only See Patient Initials (You Can Also Look At Appointment Times)
- To Begin The Transfer Of Data, Select The Checkmark For The Patient You'd Like To Import



- Confirm DOCTOR TRANSITION

<p style="text-align: center;">DIF Not Completed</p> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Doctor Transition <div style="margin-left: 10px;"> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px;" type="button" value="✓"/> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px; margin-left: 10px;" type="button" value="✗"/> </div> </div> <div style="display: flex; align-items: center;"> Date of Birth: <input style="border: 1px solid #ccc; padding: 2px; width: 100px;" type="text" value="01/02/2002"/> <input style="border: none; font-size: 10px;" type="button" value="Calendar"/> </div> <div style="text-align: center; margin-top: 20px;"> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px;" type="button" value="✓"/> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px; margin-left: 10px;" type="button" value="✗"/> </div> </div>	<p style="text-align: center;">DIF Completed</p> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Doctor Transition <div style="margin-left: 10px;"> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px;" type="button" value="✓"/> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px; margin-left: 10px;" type="button" value="✗"/> </div> </div> <div style="text-align: center; margin-top: 20px;"> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px;" type="button" value="✓"/> <input style="border: 1px solid #0072bc; border-radius: 50%; padding: 5px; width: 20px; height: 20px; margin-left: 10px;" type="button" value="✗"/> </div> </div>
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- **DIF Completed:** The Email Will Populate And Click Search (Lookingglass)
- **DIF Not Completed:** DOB or Name Will Be Listed And Click Search (Lookingglass)
- Select Checkmark To The Right Of Patients Name If They Are Already In Ciao! Or The Plus Sign To Add The Patient Into Ciao!



- DIF COMPLETED:** In Demographics Area, Complete The PMOC & Language Preference
- DIF NOT COMPLETE:** Fill In Missing Demographics



- Once Demographic Information Is Saved, Go Into The RX Panel By Selecting The RX File Folder



- The Prescriptions Should Be Listed With A Yellow Box Indicating They Need To Be Reviewed And Approved, Select The Pencil To Edit



- You Will Have To Add The Doctors Name, Type Of Rx, And Contact Lens Details From The Printed Copy Of The Prescription Which The Doctor Has Provided To You
- Note:** You Will Not Know Which Is The CL Rx & Which Is The Glasses Rx So You Have To Just Try Both By Selecting The Prescription Type
- When Finished, Select The Checkmark To Save The RX And Confirm Ready Status With The Green Box

