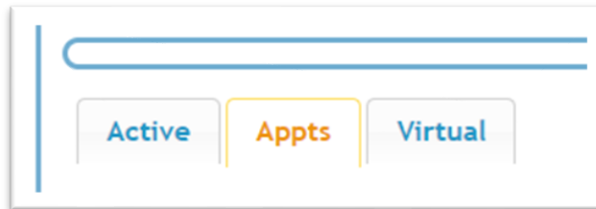


All Steps Are To Be Completed After The Patient Has Seen The Doctor

- ❑ 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

DIF Not Completed

Doctor Transition ☒

Date of Birth:

DIF Completed

Doctor Transition ☒

- ❑ **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!

A screenshot of the patient search interface in the Ciao application. It features a search bar at the top with a magnifying glass icon. Below the search bar is a table with columns for Email, Name, Phone, Postal Code, and Birth Date. The first row of data shows 'test@teamvision.com', 'Test, Love', '508456', '2004', and '2/11/1984'. To the right of the birth date, there is a blue checkmark icon and a blue plus icon. At the bottom left, there is a search bar with a magnifying glass icon and a blue plus icon.

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

PMOC: Text

Language: English

- ❑ 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

5/4/2023	Review	Internal Rx	
5/4/2023	Review	Internal Rx	

- ❑ 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

Love Test

Source: Internal Rx

Doctor: Toomey, Sara

Prescription Type: Contacts Single Vision

Date Written: 5/4/2023

Expiration Date: 5/4/2024

Medically Required: ☐

Active: ☒

Doctor Recommendations: Other

OD(R): Sphere -3, Cylinder, Axis, Power 8.6, Add 14.2

OS(L): Sphere -3, Cylinder, Axis, Power 8.6, Add 14.2

OD(R): Procurel, VISI VISITNT

OS(L): Procurel, VISI VISITNT

Buttons: