

# ADDING AN OD IN CIAO!

- ❑ **Note:** You Will Only Need To Add An OD Once!
- ❑ To Add An OD, From The Rx Panel With The Customer's Profile, Select The Icon With The Eye And A + Inside It

Lisa Stoddart

Prescription Type: Single Vision Distance  
 Doctor: Toomey, Sara  
 Date Written: 6/19/2023  
 Expiration Date: 6/19/2025

Rx Date	Rx Type	O.D.I.D	Source	Dr Name
6/19/2023	SV Distance		Internal Rx	Toomey, Sara
6/19/2023	CL SV		Internal Rx	Toomey, Sara
5/31/2023	Mixed		Neutralization	
3/29/2023	SV Distance		Internal Rx	Hollingsworth, Danielle
3/29/2023	CL SV		Internal Rx	Hollingsworth, Danielle
3/29/2023	CL SP		Internal Rx	Hollingsworth, Danielle

SPH CYL AXIS  
 OS(R) -0.75  
 OS(L) -0.75

✓ Rx + Rx ✕ [Add OD Icon]

- ❑ From The Paper Prescription You Have, Transfer The Following Information
  - Name
  - Address
  - Phone Number
  - NPI If You Have It
- ❑ Select **External RX** On The Drop Down
- ❑ Once All Information Has Been Entered, Select The Checkmark To Save

Lisa Stoddart

Dr: [Name] [Last: Pepper]  
 Address: 123 Sode Lane, San Diego, California 91942, United States  
 External Rx: [Dropdown] [If you have it: [Text]]  
 Phone: 619888888 Ext: [Text] [NPI: [Text]]  
 [Save Icon] [Cancel Icon] [Search Icon]

- ❑ If The Doctor Has Been Entered Correctly, The Name Will Pull Up On The Pulldown Bar When You Enter The RX

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Source: [External Rx] Sphere: [Text] Cylinder: [Text] Axis: [Text]  
 Doctor: [Pepper, Sara]  
 Prescription Type: [Dropdown]  
 Date Written: [MM/YY/YY]  
 Expiration Date: [MM/YY/YY]  
 Print: [Checkbox]  
 Balance: [Checkbox]  
 Medically Required: [Checkbox]  
 Active: [Checked]

[Add OD Icon]