

# END OF DAY PROCESS

## All Other EHR Systems:

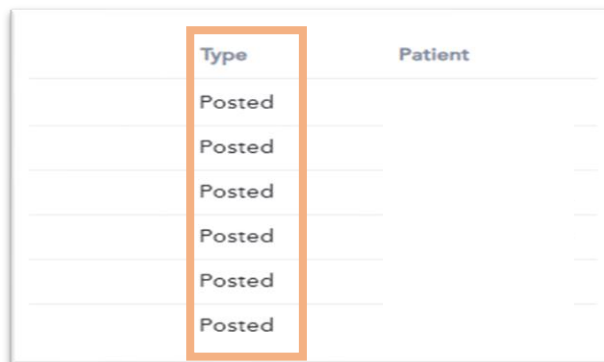
- ☐ Check Out All Patients
- ☐ Schedule Their Next Exam
- ☐ Complete All Invoicing
- ☐ Prepared Next Day's Patients

## ECLiPS:

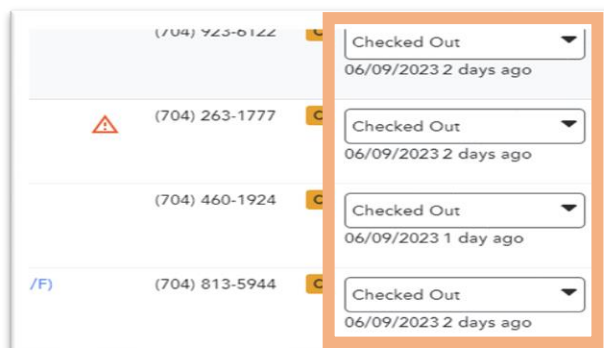
- ☐ In The **SCHEDULER TAB**, For All Patients Receiving Their Annual Exam, Confirm All Patients Have Been Pre-booked For Next Year (Refer To Scheduling Next Exam Guide)



- ☐ From The **HOME TAB** In ECLiPS, Confirm That All Invoices Have Been Posted
- ☐ If Not, Complete And Post The Invoice



- ☐ Once The Patient Has Completed Their Exam Or Procedure, In ECLiPS, On The **HOME TAB** Select The Pulldown Bar And Take Them From Their Current Status To "Checked Out"
- ☐ **Note:** Some Patients Will Already Show As Checked Out By Pre-scheduling Their Annual Exam



- ☐ Confirm All Glance Sheets And Insurance Are Ready For The Next Day

## LPA & Order Tracker:

- ❑ In **LPA**, Confirm Transmission Of Tendered Orders And Deletion Of Staged Orders

**Lab Processing**

Store Support Toolkit  
Lab Reconciliation Audit  
Modify Lab Status  
Associate Setup

Phone # Customer Name Order Number Advanced  
Order Number Search Reset

17 Order(s) Found

Store	Order #	Customer Name	Tray	Material/Lens Type	Alt	Tender Date	Status	Type
T004	1006427420004	Allaga, Graciela	aling	1.59 Polycarbonate / Progressive			Staged	Outside Processing
T004	1006412820004	ROSARIO, VADEL	rosa	1.59 Polycarbonate / Single Vision		4/3/2023 5:18:30 PM	Tendered	Outside Processing
T004	1006404820004	MARTE, VAHELI	maria	1.59 Polycarbonate / Progressive		3/28/2023 11:10:47 AM	Tendered	Outside Processing
T004	10064779420004	ROJAS, JON	hija	1.59 Polycarbonate / Single Vision		3/27/2023 3:51:02 PM	Tendered	Outside Processing

- ❑ In **LPA**, Run, Audit, And Acknowledge Lab Reconciliation Report
- ❑ Ship All Frames To Appropriate Labs
- ❑ Place All Lab Tickets That Were "Completed" (Inspected) And Your Reconciliation Report In Your Daily Closing Envelope

**LAB RECONCILIATION REPORT FOR**  
4/9/2023  
6:14 pm EDT

Store: T004

Current Day Orders - Completed Today  
Order Number Customer Name Tray Number Time IN Lens Style Lens Type ORC EDR Process Lens Usage Code Eye Code ORC

Previous Day Orders - Completed Today  
Order Number Customer Name Tray Number Time IN Lens Style Lens Type ORC EDR Process Lens Usage Code Eye Code ORC

Outside Lab / Held Orders  
Order Number Customer Name Tray Number Time IN Lens Style Lens Type Transmitted Process Special Process Code Special Process Description

Frames to Send to Central Lab  
Order Number Customer Name Tray Number Date Shipped Lens Style Lens Type

Open Orders  
Order Number Customer Name Tray Number Time IN Lens Style Lens Type Process ORC EDR Lens Usage Code Eye Code ORC

Orders Not Tendered Today  
Order Number Customer Name Tray Number Time IN Lens Style Lens Type Process ORC EDR Lens Usage Code Eye Code ORC

Orders Not Tendered Today is not available for historical dates

**LAB** Printed: 04/13/2023 04:27:43 pm Sales Assoc: Jenkins, David Store Order # Tray ID  
Customer: Ponce, Vivia Phone: (619) 465-8681 418 1853287810410 Mac

Lens Selection  
**Outside Processing - Central Lab - Central Lab Provides Frame** Gerber ID  
S0410/105828781 8961

Special Surfacing Instructions

ATTACH LENS OPC LABEL(S) TO BACK

Frame: 8026597161336  
Name: Ralph RATT116, Trl CxL 54/54/140 Trl CxL  
Source: Manual FPD A S ED Axis DSL  
Type: Normal T1.8 54.08 42.70 58.40 14.00

Process

Notes:

- ❑ In **Order Tracker**, Ensure All Tray Tickets For Patients That Picked Up Today Are Dispensed Out
- ❑ Place All Tray Tickets In Your Daily Closing Envelope

**CUSTOMER DETAILS**  
First Name: Sebastian  
Last Name: alben  
Phone No. (Home): 928-486-2477  
Phone No. (Mobile):  
Phone No. (Business):  
Email Address: pds@imgcortlink.net  
Preferred Method of Contact: Home Phone

**NOTIFICATION LOG**  
Date/Time Status Assoc. Name  
4/9/2023 5:27 PM Ready - Other Sebastian, S.

**ORDER DETAILS**  
Order No.: 1808091420003  
Transaction No.: 0000002 / 1 of 20  
Outside Lab Order No.: 07000/1000091420001  
Order Date/Time: 3/27/2023 11:22 AM  
Type: Outside Processing - Central Lab - Central Lab Provides Frame  
Current Order Status/Time: Ready 3/28/2023 9:50 AM  
Promised Date: 3/27/2023 8:00 PM  
Package Tracking: 18436306114412430  
Delivery Status:  
Lab Phone No.: 1-866-589-9172  
Lab Address: 2150 Bolly Road, Longwood, FL 32157

**CUSTOMER CONTACT**  
CALL  
928-486-2477  
READY FOR PICKUP OTHER  
SAVE NOTIFICATION

**ORDER DISPENSED**

**Tray Ticket Blue**  
Store 0410  
1 of 2

Production, Name: 418000001  
Tray: 418000001  
Date: 4/13/2023

PRODUCTION  
Order: 418000001  
Tray: 418000001  
Date: 4/13/2023

LABOR INFORMATION  
Order: 418000001  
Tray: 418000001  
Date: 4/13/2023

SHIPPING INFORMATION  
Order: 418000001  
Tray: 418000001  
Date: 4/13/2023

ORDER INFORMATION  
Order: 418000001  
Tray: 418000001  
Date: 4/13/2023

SHIPPING INFORMATION  
Order: 418000001  
Tray: 418000001  
Date: 4/13/2023

