

END OF DAY PROCESS

All Other EHR Systems:

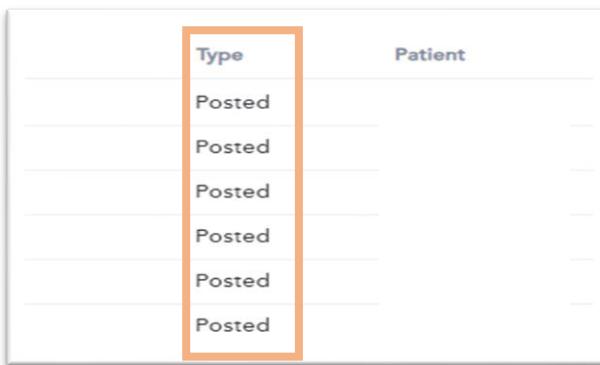
- Check Out All Patients
- Schedule Their Next Exam
- Complete All Invoicing
- Prepared Next Day's Patients

ECLiPS:

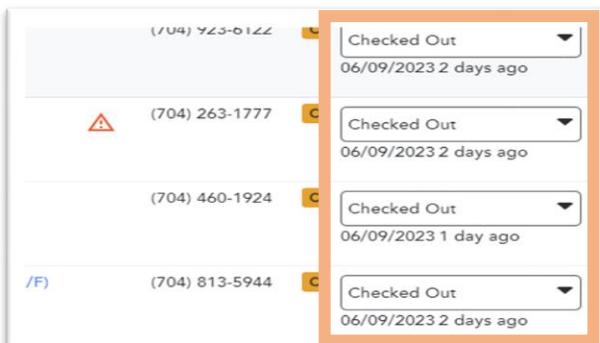
- In The **SCHEDULER TAB**, For All Patients Receiving Their Annual Exam, Confirm All Patients Have Been Pre-booked For Next Year (Refer To Scheduling Next Exam Guide)



- 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

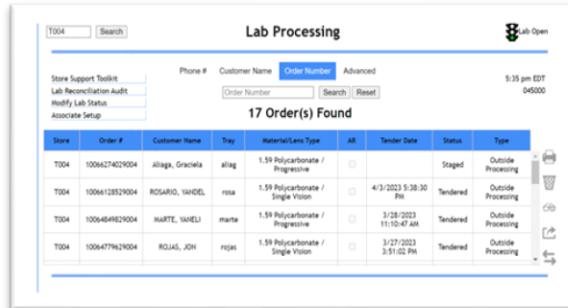


- Confirm All Glance Sheets And Insurance Are Ready For The Next Day

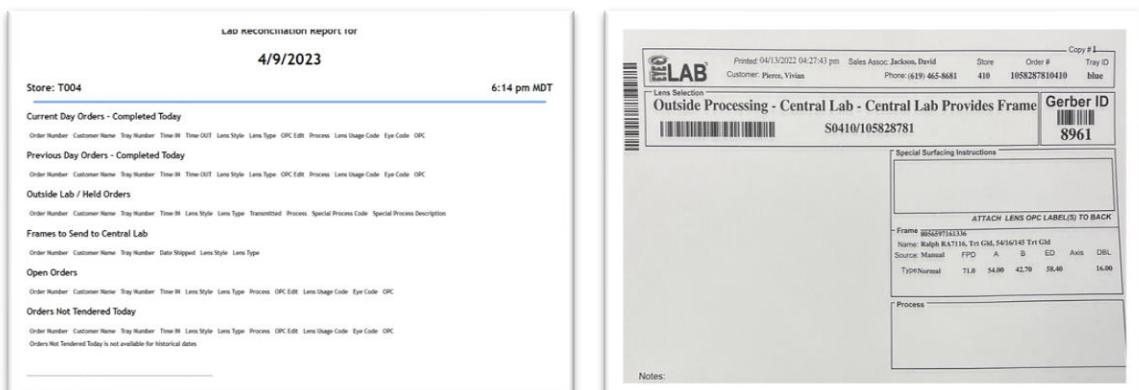
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LPA & Order Tracker:

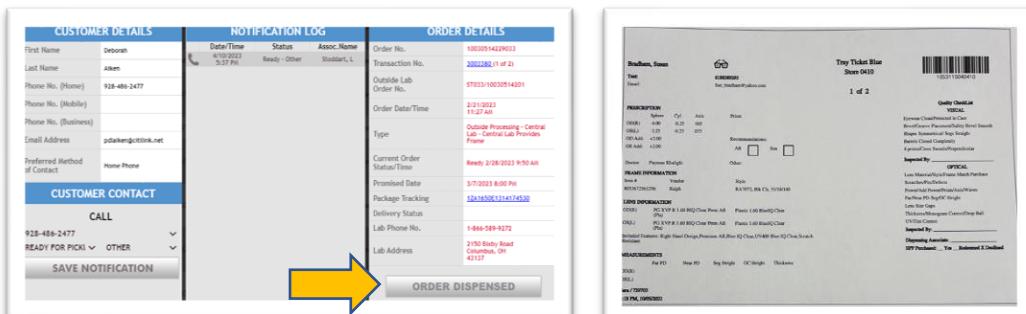
- In LPA, Confirm Transmission Of Tendered Orders And Deletion Of Staged Orders



- 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



- 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



Closing Ciao! And Reconciling Funds:

❑ Log Into Xstore Back Office

- Count The Till And Enter All Cash/Check/Credit Card Amounts
- Go To Toolkit > Documents > Ciao! Optical > Opening & Closing For Directions

❑ Reconcile Your Cash, Check, And Credit Card Totals By Reviewing The Your Funds Summary In Ciao!

❑ If Correct, Continue The Closing Process

❑ If Funds Are Incorrect, Complete These Steps:

- Audit Your Ciao & Credit Card Recipes
- Log Into Back Office And Review Back-office Reporting To Find Discrepancies

Ciao! Receipts



Credit Card Receipt



- ❑ Complete Bank Log & Deposit Per Company Guidelines
- ❑ Force Close Register
- ❑ Close The Store