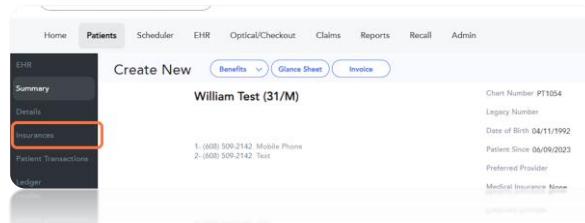
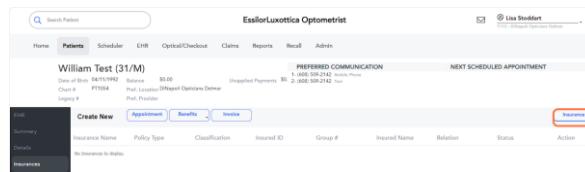


ATTACHING INSURANCE IN ECLIPS

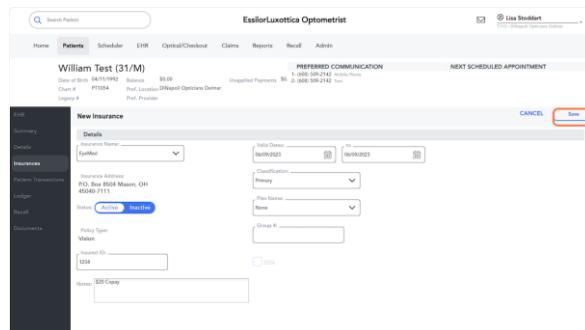
- ❑ Access The Patient Either From The **HOME** Or **PATIENT** Tab
- ❑ Once The Patient Is Pulled Up, Select Insurance On Left Side To Enter The Insurance Section



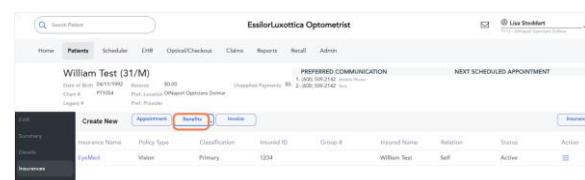
- ❑ Then Click Insurance On The Top Right To Add A Plan



- ❑ Then Add The Insurance Details From The Drop-Down Bars
- ❑ Complete: Type Of Insurance, Valid Dates, Classifications, Active Status, ID Number, Auth # If Relevant, Primary Member, Any Notes, Etc.
- ❑ When Finished, Click Save
- ❑ Note: If The Patient Hasn't Completed DIF You Will Need To Complete The Address

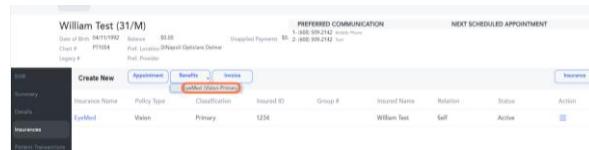


- ❑ Repeat A Second Time If You Have A Second Plan To Enter (Medial + Routine)
- ❑ Once Saved, Select Benefits To Tell ECLIPS What The Benefits Are

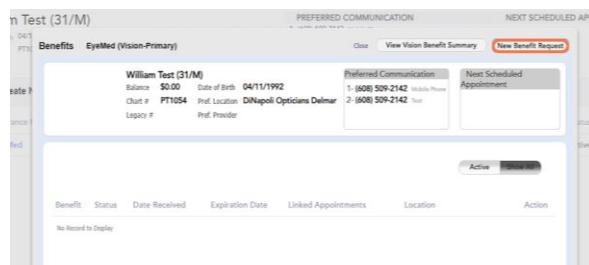


ATTACHING INSURANCE IN ECLIPS

- On The Pulldown Bar, Select The Plan You'd Like To Update



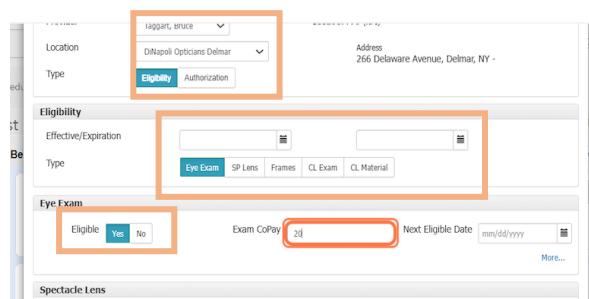
- Then Select New Benefit Request



- Select The Enter Benefits Button To Edit Patient Insurance Benefits



- Complete Provider And All Benefit Details
- Note: Other Than Medicare Materials, All Other Materials Are Billed In Ciao So You Can Leave Material Copays Out, Your Choice

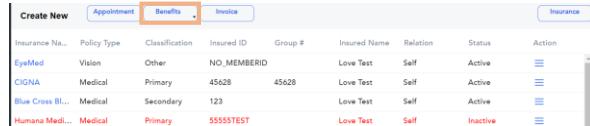


- Save On The Bottom Right And Close Top Of Open Screen



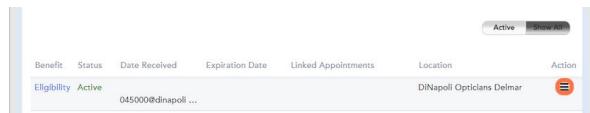
ATTACHING INSURANCE IN ECLIPS

- From The Landing Page Within The Insurance Section, Select Benefits And The Plan The Patient Is Using From The Dropdown List



Insurance Name	Policy Type	Classification	Insured ID	Group #	Insured Name	Relation	Status	Action
EyeMed	Vision	Other	NO_MEMBERID		Love Test	Self	Active	
CIGNA	Medical	Primary	45628	45628	Love Test	Self	Active	
Blue Cross Bl...	Medical	Secondary	123		Love Test	Self	Active	
Humana Medi...	Medical	Primary	5555TEST		Love Test	Self	Inactive	

- Then Select The Hamburger To Link The Appointment



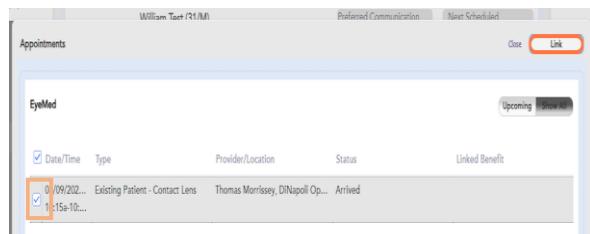
Benefit	Status	Date Received	Expiration Date	Linked Appointments	Location	Action
Eligibility	Active	045000@dinapoli...			DINapoli Opticians Delmar	

- Select Link Appointment



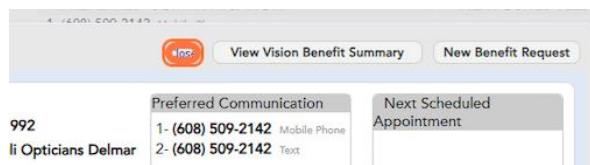
Benefit	Status	Date Received	Expiration Date	Linked Appointments	Location	Action
Eligibility	Active	045000@dinapoli...			DINapoli Opticians Delmar	

- Select The Appointment You Want To Link With The Box On The Left Of The Appointment
- Select Link Appointment



Date/Time	Type	Provider/Location	Status	Linked Benefit
01/09/2022 10:15a-10:45a	Existing Patient - Contact Lens	Thomas Morrissey, DINapoli Opt...	Arrived	
01/10/2022 10:15a-10:45a	Existing Patient - Contact Lens	Thomas Morrissey, DINapoli Opt...	Arrived	

- Close The Pop-Up Window



992	DINapoli Opticians Delmar	
1- (608) 509-2142	Mobile Phone	
2- (608) 509-2142	Text	

- If Linked Correctly, The Insurance Will Now Have A Green Box On The HOME Tab



Patient#/DOB	Phone #	Last Update	Scheduled Time	Resource	Status	
William Test (31/M) PT1054 04/11/1992	(608) 509-2141	Arrived 06/09/2023 3 hours ago	10:15 AM - 10:45 AM	Morrissey, Thom	 EyeMed DINapoli Opticians	