

Welcome to TeamVision!

INTEGRATION WEEK OVERVIEW



Integration Week	Monday	Tuesday	Wednesday	Thursday	Friday
Time	8-5pm*	9-5pm	9-5pm	9-4pm	9-3pm
Team Members (Manager, Patient Care Coordinators, Optical, Lab, etc.)	Frame Tagging and Physical Inventory (PI)	Welcome & Overview REV & Patient Journey Ciao! Basics Services & Material Ordering	Insurance Tender Ciao! After the Sale Training Checklist	Order & Inventory Management EyeRuler 2+ Ciao! Optical Orders Patient Journey Training Checklists	Patient Care (9-3pm) <ul style="list-style-type: none"> 1:30pm last patient scheduled 1 patient per hour per OD Other Items: PM Huddle Risk Management
Doctors, Techs, & Scribes	Complete Google Classroom and practice for 2-3 hours in practice environment Lead OD support team, other doctors can stay remote (home) Techs & Scribes to support inventory activities with Team Members	AM – Join the staff for all clinic onboarding/ training PM (After Lunch) – Breakout where they complete practice scenarios for ODs	Continue practice scenario, personalize RevolutionEHR and support team	End-to-end patient journey walkthrough. After patient journey, ODs may leave if they feel comfortable with RevEHR or they can stay and practice more.	
Operations	Hardware & Software Install				Soft Opening

CHANGE MANAGEMENT

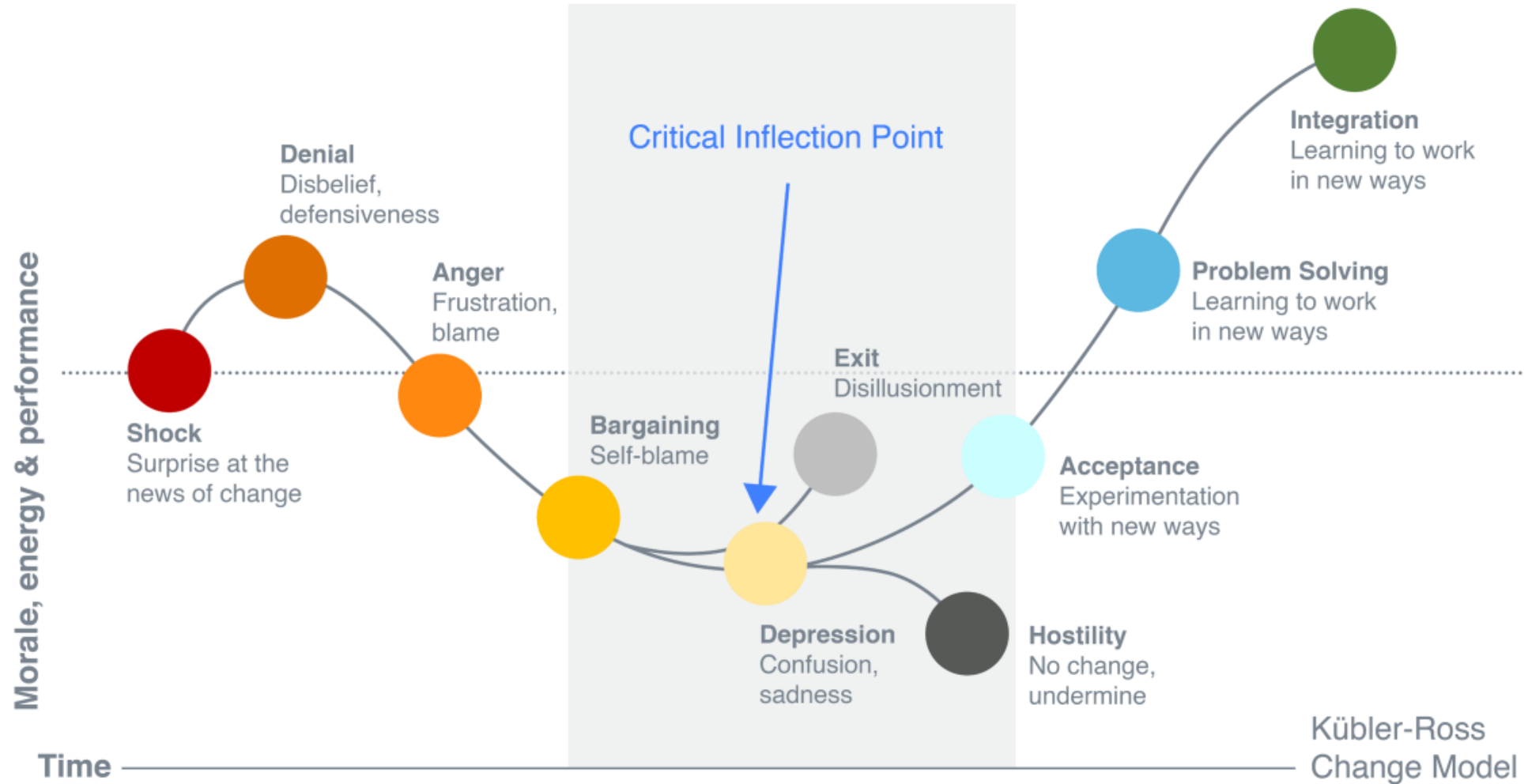
What changes have you already been through?

What changes do you anticipate?

Change can be energizing or exhausting, change can also bring opportunity!



THE CHANGE CURVE



At the critical inflection point of the change process you can either accept and learn from the change, exit out, or fight back

WHATS TO COME?

You May Experience:

- Password/login delays
- Systems down
- Boxes & trash
- People in & out of the office

Thank you for your patience!!





ESSILORLUXOTTICA VALUES



We Are Pioneers
Bringing heritage
into the future



We Are One
Thanks to
many



We Are Agile
Making the
complex simple



We Are Passionate
Turning inspiration
into impact



We Care
Close to all, no
matter how far

WHO IS TEAMVISION?

TeamVision is an innovative **partnership** of private practices and industry leaders focused on **building an elite eye care network** and delivering an **unmatched patient-centered eye care experience**.



WHO IS TEAMVISION?

140+ Locations:

- Florida
- Canada
- Illinois
- Rhode Island
- New York
- New Jersey
- North Carolina
- South Carolina
- Georgia
- Missouri
- Washington
- Colorado
- Arizona
- California



DOCTOR SERVICES

Doctor Services will remain the same, little to no changes

- Integrated into RevolutionEHR
- Pricing remains the same
- All services and products are tendered in Ciao! Optical



CONTACT LENSES

	CL VENDOR	ORDERING CAPABILITY
Soft CL Only	Alcon	PC will receive access to this Vendor's CL catalogue; orders placed via Ciao! Optical POS
	Vistakon	
	B&L	
	Cooper	
	MiSight	
Specialty CL	Essilor	PC will receive access to this Vendor's CL catalogue; orders placed via phone direct to vendor.
	Art Optical	
	ABB Optical	
	X-Cel Contacts	
	Synergeyes	PC will receive access to this Vendor's CL catalogue; orders placed via phone direct to vendor.
	Blanchard	
	GP Specialists	
	SpecialEyes	
	Alden (B&L)	
	Natural Vue OOGP	If PC fits Natural Vue for Myopia Management, we can set up an account; orders placed via OOGP Portal.
	Euclid	If PC fits Euclid AND prescribing OD has a Euclid certification, we can set up an account; orders placed via phone direct to vendor.
	Paragon CRT	If PC fits Paragon CRT AND prescribing OD has a Paragon CRT certification, we can set up an account; orders placed via phone direct to vendor.

- Orders integrated into Ciao! Optical
- Disposable (soft) ship direct to patient or office at no charge
- Transparent pricing, hassle-free experience with instant savings (no rebates)

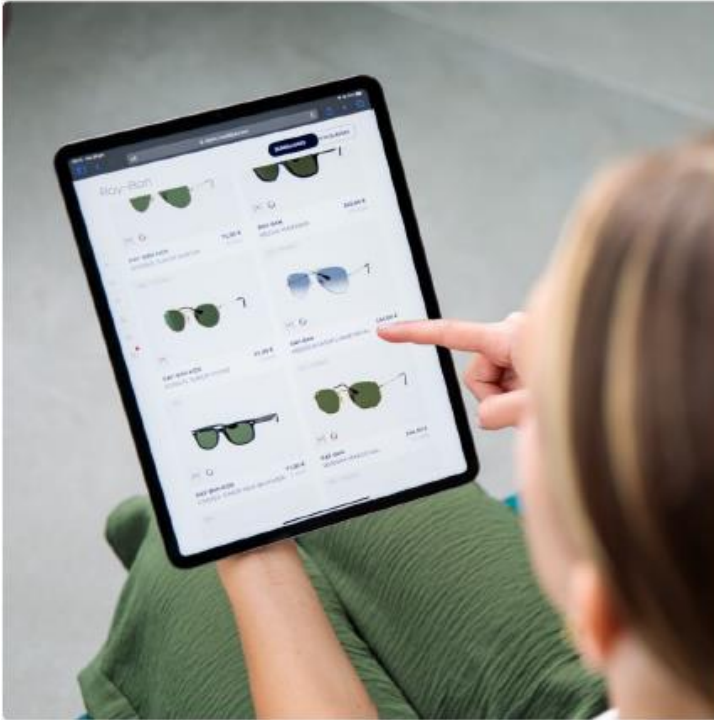
FRAME ASSORTMENT

Frame assortments are carefully selected by specialized global brand category managers.

New brands are added and removed periodically to guarantee a constantly improving and relevant offering.



SMART SHOPPER



INFINITE CATALOG



CUSTOMIZATION



VIRTUAL TRY-ON

LENS ASSORTMENT

- Essilor Lenses including Varilux, Eyezen, Transitions, and Crizal
- Authentic brands including Ray-Ban, Oakley, and Costa Del Mar
- Discontinue using all prior labs or lenses, exceptions will be:
 - VisionWeb/CustomEyes available for high Rx, Prism, specialty bi-focal



ACCESSORIES

Available conversion week and replenished automatically:

- 2 oz, Lens Sanitizer - \$6
- Microfiber Cloth - \$6
- Lens Wipes - \$4.99
- Care Kit (2 oz Sanitizer, Cloth, & Mini-Screwdriver) - \$11.99



WARRANTY

Our goal is 100% satisfaction!

If you're not completely satisfied with your purchase within the first 30 days, just let us know. We're committed to making it right.

- We stand behind our product and will replace any defective lenses or frames.
- Doctor Prescription Exchanges (90 Days)
- Cataract Surgery Exchanges (6 Months)



EYEWEAR PROTECTION PLAN

Eyewear Protection Plan (EPP)

- We do not participate in vendor guarantees
- Replacement eyewear (covers broken frames, scratched lenses)
- Unlimited use
- Powered by Asurion
- Documents in Toolkit & CP



EYEWEAR PROTECTION PLAN

Order Type	Time of sale	Redemption
Complete pair SV	\$35	\$35
Complete pair PG	\$45	\$35
Frame only	\$35	\$25
Lens only SV	\$35	\$25
Lens only PG	\$45	\$25

We will honor your current patient's guarantees!

- Will be processed through RxO
- Restyle patients, enter in Ciao! and discount as needed
- If you can replace through previous vendor at no charge- you can do so



PROMOTIONS

- **Limited Time Offers**
- **First Pairs**
- **Additional Pairs**
- **Value Packages**
- **Employee Discounts**



EMPLOYEE DISCOUNTS

- Annual & Milestone Eyewear Certificate (Anniversary Month)
- Friends of EssilorLuxottica Certificates (December)
- Everyday Eyewear Discounts
- Contact Lens Discounts
- Invites for Special Promotions



TOOLS & RESOURCES

LENS PORTFOLIO GUIDE

LENS PORTFOLIO

Click on names below to see pricing and enhancement details.

September 2024

Single Vision

- Eyegent® Start™
- Eyegent®+
- Eyegent® Kids
- Digital (DSI)
- Conventional
- Sun

Progressive

- Varilux® XR Track Fit™
- Varilux® XR Fit™
- Varilux® Comfort Max Fit
- Premium Progressive
- Computer
- Sun

Other Lenses

- Bifocal
- Trifocal
- Slab Off
- Wrap

Ray-Ban® Authentic Lenses

- Clear
- Sun

Oakley® Authentic Lenses

- Clear
- Sun

Costa Del Mar® Authentic Lenses

- Sun

Enhancements

- Transitions®
- Cristal®

References

- Lens Power Ranges
- Insurance Classifications
- Frame Power Ranges

LENS SIMULATOR

CONTACT LENS PRICE CARD

CONTACT LENS PRICE CARD					JULY 2024
Select a collection below for additional price card details					
	MODALITY	FOCAL TYPE			INSTANT SAVINGS
		Sphere	Toric	Multifocal	
Johnson & Johnson VISION	Acuvue® Oasys®	2 Week	✓	✓	\$30
	1-Day Acuvue® Oasys®	Daily Disposable	✓	✓	\$125
	1-Day Acuvue® Moist	Daily Disposable	✓	✓	\$100
	Acuvue® Oasys® Max	Daily Disposable	✓	✓	\$125
	Acuvue® Vitor®	Monthly	✓	✓	\$30
Alcon	DAILIES® Total 1®	Daily Disposable	✓	✓	\$150
	Precision1®	Daily Disposable	✓	✓	\$125
	DAILIES® AquaComfort Plus®	Daily Disposable	✓	✓	\$75
	Air Optix®	Monthly	✓	✓	Up to \$30
	Total30®	Monthly	✓	✓	\$60
CooperVision	clarifit® 1-DAY	Daily Disposable	✓	✓	\$100
	Biofinity®	Monthly	✓	✓	\$30
	MyDay®	Daily Disposable	✓	✓	\$100
BAUSCH+LOMB	BioTrue ONEday®	Daily Disposable	✓	✓	\$150
	INFUSE®	Daily Disposable	✓	✓	\$175
	Ultra® with Moisture Seal	Monthly	✓	✓	\$30
Contact Lens Price Book					TeamVision

PROMOTIONS CARD

PROMOTIONS CARD

July 2024 - US

Limited Time Offers: 7/15-9/2

KIDS PACKAGES STARTING AT \$179!

Save big on your child's next eyewear! Kids 50% Off Complete Pair (up to \$179) includes frame up to \$129.95 with 5x conv poly lens with premium AR for \$179. Upgrade to digital with Cigna® Easy Pro AR for \$420. Eyegent® lenses with Cigna® Rock AR or Cigna® Supreme AR AR for \$180. Other lens upgrades not available. Frame upgrades available for difference in price over \$129.95. Offer will auto-apply.

The Eyegent Kids 50% Off Promotion (7/15-9/2) will be available for frames not included in the KIDS packages and Cigna will auto-apply the best offer for your patient.

	ESSENTIAL (Good)	CLASSIC (Great)	PREFERRED (Best)
LENS	Conventional w/Transitions®	Digital (DSI) w/Coating™	Eyegent Kids w/Clear Supreme AR or Rock AR or Cigna Supreme AR or Rock AR
KIDS Packages	\$179	\$209	\$259
Engine Upgrade	Add Blue Filter for \$30	Packages also available with Transitions®	Add Transitions® for \$30

Frame exclusions include: Corneal, Contact, General, Jimmy Choo, Oliver Peoples, Persol, Prada, Prada Linea Rossa, Ray-Ban Change, Ray-Ban Meta, and Ray-Ban Revolve.

Quick Code Reference

Promotion	Code
15% Off Lenses	AUTOFIRE
Kids 50% Off Complete Pair (up to \$179)	AUTOFIRE
40% Off Additional Complete Pairs	MANUAL 750093
40% Off Additional Pair Lens Discount	MANUAL 20066
20% Off Additional Non-Rx Sun	MANUAL 750098
CL up to \$150 Off Annual Supply*	AUTOFIRE or MANUAL 95738
CL up to \$100 Off 6 Month Supply*	AUTOFIRE or MANUAL 95740
Designer Sale 50% Off frames + 40% Off lenses	MANUAL 20420
Professional Package Starting at \$150 or \$159 Progressive	MANUAL 75741
MJ First Pair 20% Off frames	MANUAL 75907
MJ Second Pair 50% Off frames	MANUAL 75908
Complimentary Cleaner	DISCOUNT 75988

See details found in this guide for full details and Manager Discretion and Employee Discount Codes.

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SELLING APPROACH

Consultative selling (needs-based selling) focuses on understanding and addressing the specific needs of the patient. It involves identifying the patient's goals, challenges, and pain points, and then positioning your product as the solution that best meets those needs.



**Patient
Centric**



**Trusted
Advisor**



**Understand
Patient Needs**



**Tailored
Recommendations**

CONSULTATIVE SELLING

LEARN

Learning about your patient starts inside lane and must be transferred to the optical floor. Facilitating a conversion around lifestyle, pain points, and needs is the first step in meeting your patients needs.

LISTEN

Active listening is a superpower in sales. When you listen with empathy, you uncover insights that guide your sales approach.

LEAD

Leading with a single recommendation aligned to what the patient shared and our preferred products. Create value and simplify the decision process for your patient. If budget is a concern, transition to the next option that still meets needs and provides the benefits they need their lifestyle.



CONSULTATIVE SELLING | PATIENT QUESTIONNAIRE

PATIENT QUESTIONNAIRE		TeamVision		
	Never	Some	Often	
Do you have trouble changing your focus from near to far, or vice versa?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div>Live Consult</div>
Do you spend time outside or driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you spend time in front of screens (phone, tablet, Kindle, TV, computer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you notice sensitivity to bright lights, glare, or fluorescent lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wear sunglasses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wear contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have problems seeing with your current eyewear and/or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What do you love about your current eyewear?	<div>Current Prescriptions (Actively Wearing)</div>			
What would you change?				
Are you interested in eye surgery (Lasik, other)?				
Any other concerns you would like to discuss today regarding your vision, eye health, or eyewear needs?	<div>Current Len Design & Features</div>			

PATIENT QUESTIONNAIRE				
	Never	Some	Often	
Do you have trouble changing your focus from near to far, or vice versa?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div>Patient Provided</div>
Do you spend time outside or driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you spend time in front of screens (phone, tablet, Kindle, TV, computer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you notice sensitivity to bright lights, glare, or fluorescent lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wear sunglasses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wear contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have problems seeing with your current eyewear and/or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wish your glasses were:				
Thinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighter Weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
More Durable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
More Scratch Resistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you interested in eye surgery (Lasik, other)?				
Any other concerns you would like to discuss today regarding your vision, eye health, or eyewear needs?				
<div>Doctors Notes</div>				

PATIENT QUESTIONNAIRE | LIVE CONSULT

What do these questions tell us?

How would you use this information when consulting with the patient?

	Never	Some	Often
Do you have trouble changing your focus from near to far, or vice versa?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you spend time outside or driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you spend time in front of screens (phone, tablet, Kindle, TV, computer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you notice sensitivity to bright lights, glare, or fluorescent lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you wear sunglasses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you wear contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have problems seeing with your current eyewear and/or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PATIENT QUESTIONNAIRE | LIVE CONSULT

How would you best leverage this section?

Additional insight to patient's goals and pain points.

What do you love about your current eyewear?

What would you change?

Are you interested in eye surgery (Lasik, other)?

Any other concerns you would like to discuss today regarding your vision, eye health, or eyewear needs?

Current Prescriptions (Actively Wearing)

Current Len Design & Features

PATIENT QUESTIONNAIRE | TOUCHPOINTS



*Eyewear
Assessment*

Check In/Pre-Test

Front Desk or Tech Encounter



*Patient
Transition*

Inside the Lane

Doctor Encounter &
Assessment



Check Out

Front Desk or Optical

SCENARIO | PATIENT QUESTIONNAIRE

How do you take this information and turn this into a conversation and recommendations?

Based on what you see here what additional open-ended questions do you ask your patient?

What products would you recommend for this patient?

	Never	Some	Often
Do you have trouble changing your focus from near to far, or vice versa?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you spend time outside or driving?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you spend time in front of screens (phone, tablet, Kindle, TV, computer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you notice sensitivity to bright lights, glare, or fluorescent lighting? <i>Especially at night</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you wear sunglasses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you wear contact lenses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have problems seeing with your current eyewear and/or contact lenses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SCENARIO | PATIENT QUESTIONNAIRE

What products would you recommend for this patient?

How would you present the patient with these recommendations?

What do you love about your current eyewear?

They are comfortable

What would you change?

*Lenses are a little scratched
and feel blurry at end of day*

Are you interested in eye surgery (Lasik, other)?

No

Any other concerns you would like to discuss today regarding your vision, eye health, or eyewear needs?

My eyes have been watering a lot

Current Prescriptions (Actively Wearing)

*-2.00 OU +2 Add
2022 RX*

Current Len Design & Features

*Varilux X Poly
Transitions Grey
Crizal Rock*

LENS PORTFOLIO

Single Vision

Progressive

No Glare

Light Filtering

Preferred

Doctor recommended;
patient preferred

Eyezen®

Varilux®
XR series™

Crizal®
Sapphire™

Crizal®
Previncia™

Crizal®
Rock™

Transitions™

Classic

Tried and true design to
meet your needs

DST

Varilux®
Comfort Max

Crizal®
Easy™

Transitions™

Essential

Baseline choice to meet
basic requirements

Conventional

Premium
(Accolade)

Premium AR

Transitions™

MULTIPLES | PATIENT NEEDS



Vision Need (Lenses)

How many different lenses would they benefit from?



Practical Need

What glasses you would need for different activities or locations?



Style Need

How many different styles would they benefit from?

PATIENT TRANSITION

What does your Patient Transition look like today?

How does the patient benefit?

How does the optician benefit?



SEEMLESS TRANSITION

Doctor Transition:

Mrs. Smith, based on what you have shared with me and your new Rx, I'm recommending a Crizal Sapphire HR lens that will help your eyes feel less exhausted at the end of the day.

Another feature of your lenses will be Transitions Lenses technology. They will change from clear to dark when you go outside, so you don't have to worry about losing your clip-ons and turning your hand into a sun visor. This will reduce your exposure, both inside and outside, to harmful blue light.

Additionally, the Varilux XR Fit progressive no-line lenses will make your learning period more comfortable and ultimately more successful, so they don't end up in the drawer like last time. This feature will allow you to see your cell phone, computer and the road more comfortably, so your eyes won't be working so hard throughout the day.

Optical Team Member:

Thank you so much Doctor, Mrs. Smith it sounds like your exam went well and the Doctor has recommended some great product. Our patients prefer both the Crizal Sapphire HR lenses and Transitions especially paired with our best progressive lens, the Varilux XR Fit.

Let me share with you the benefits and how it will help you in all parts of your life. Let's continue our conversation so I can ensure I'm understanding all of your needs today!

SYSTEMS OVERVIEW

Workstations:

- Dell Computers
- Ciao! Optical Desktops
- Ciao! Optical iPads
- Ciao! Printers
- XStore

Scroll lock twice to navigate between computers when available.

Bonus Activity. How will you communicate to the patient that it may take a bit longer than normal???



KRONOS

Can everyone access?

Can everyone clock in/out?

Can everyone find the daily time-card review?

PTO process.



TEAMVISION EMAILS

YourELID@teamvisionteam.com

YourCID.Ext@teamvisionteam.com

DrName@teamvisionteam.com



CIAO! TOOLKIT

Let's explore Toolkit

- Pages
- Applications
- Document Folder

Toolkit Bingo – first group to black out their card wins!



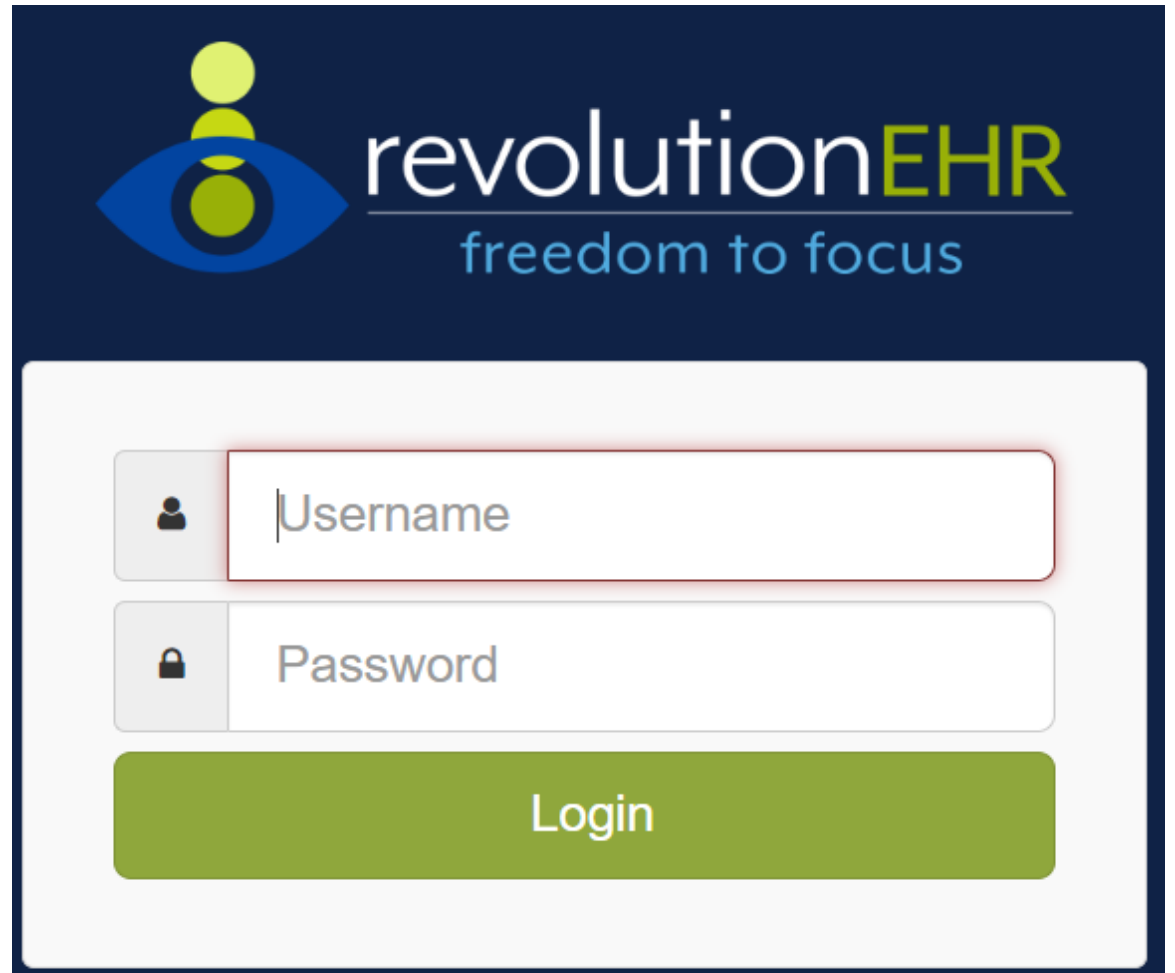
GOOGLE CLASSROOM

Front End Teams:

- Schedule appointment
- Enter insurance details (routine & medical)
- Check out

Doctors, Techs, & Scribes:

- Start encounter
- Complete interview
- Pretest patient the patient
- Complete exam
- Complete assessment and plan
- Complete coding



The image shows the login interface for RevolutionEHR. At the top, there is a logo consisting of a stylized blue eye with a yellow dot in the center, and the text "revolutionEHR" in white and yellow, with the tagline "freedom to focus" in blue below it. Below the header is a white login box. Inside the box, there are two input fields: the first is labeled "Username" with a person icon to its left, and the second is labeled "Password" with a lock icon to its left. Below these fields is a large green button labeled "Login".

Your RevEHR is a unique log in different than your EL credentials

PATIENT PORTAL

Set patients up prior to appointment:

- ✓ Allows them to self schedule
- ✓ View Rx & Exam records
- ✓ Link family members

<https://www.revolutionphr.com>



PATIENT PORTAL

Home

Patients

Schedule

Accounting

Orders

Inventory

Tasks

Messages

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Reports

Admin

Patient Search

Practice & Training

Lisa S.

Test, B

Test, Bre Two #119805085 (NEW) 04/04/2004 (20 Years) Female 1105 morning, PERRY, Georgia 31069 (456) 456-4561 Wright, Brittany Practice & Training PHR: No

Quick ViewAdd TaskBook AppointmentAdd to Wait ListNotesRecord SummaryPatient Letters

Menu

Patient Summary

Optical Summary

Demographics

Family/Contacts

R_x

Exam History

Account

Notes

Insurance

Diagnosis History

Recall

Orders - Medical

Orders - Optical

Tasks

Demographics

Personal DetailsAdditional InformationEmployer / SchoolReferral InformationLogin Information

Login Details

Authorized Patients

Representatives

Allow Login

Username *testbree@gmail.com

Check Username

Username is available.

Password *F44YmTSr

Generate Password

Test, Lisa*

TeamVision

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CHECK IN

Our first moment to positively impact the patient experience and show our patients how much we care.

Set Patient Expectations:

- Provide a warm welcome
- Let them know you've got a new system and thank them for their patience
- Review insurance deductibles, copays with patient and inform of same day payment



INTAKE FORMS

At Check In, scan and acknowledge into RevolutionEHR Documents section:

- Financial Forms (ABN)
- PHI Forms
- HIPAA Acknowledgement
- Site Specific Forms
- FTC Rx Form

Outside Rx:

- HIPAA and scan to saved folder on Register 1 desktop



FRONT DESK | SKILLS CHECK



Utilize your **Integration Week Training Guide** to review everything you've learned in your RevolutionEHR Google Classroom!

Scheduling Activities:

- Book an appointment
- Reschedule an appointment
- Cancel an appointment
- Change the type of appointment
- Mark confirmation call/confirmed
- Utilize Wait List
- Enroll patients in Patient Portal
- Update patient demographics
- Change communication preferences
- Print routing (fee) slip- individual and group
- Add a note to patient profile
- Utilize Task features

Insurance:

- Add insurance to patient file
- Edit primary info
- Add fee schedule
- Delete an insurance plan
- Log into Trizetto to check medical benefits

Documents:

- Scan in insurance card, benefit summary, or any other document
- Know what documents the doctor wants from the legacy system

FRONT DESK | SKILL DRILL



TRUE OR FALSE....

You can wait until the patient is in the office to determine if they will be using insurance?

Using the Wait List is a great way to fill in slots when a patient cancels?

You can filter your view of the schedule to your preference?

You must have the appropriate insurance entered into the demographics section but the Fee Schedule does NOT need to be applied?

You can scan directly into RevolutionEHR?

The type of exam you select drives the tech/OD encounter template?

PATIENT ENCOUNTER

The Patient Encounter is the second moment to positively impact the patient experience. Here we show our patients that we hear their concerns and begin to address them (medical or visual).

Patients Trust the doctor to make recommendations and value their expertise.

How can you reinforce the patient experience while navigating a new E.H.R System?



TECHNICIAN & OD | SKILLS CHECK



Utilize your **Integration Week Training Guide** to review everything you've learned in your RevolutionEHR Google Classroom!

Technicians:

- Know what documents the doctor wants from the legacy system
- Utilize the Live Consult & Patient Questionnaire (Consultative Selling)
- Complete Interview
- Start timer
- Enter Chief Complaints
- Update previous Rx and Contact Lens details
- Add Retinal Images
- Add Lensometry
- Add Autorefraction, Tonometry, VA's, etc.

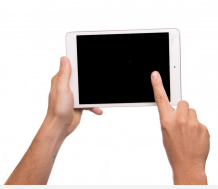
Technicians: know how to complete the testing expected by your O.D. Varies by practice/OD preference.

Doctors:

- Navigate through various Patient Encounters:
 - Routine
 - Medical
 - Office Visit
- Test integrated equipment
- Set up your RXNT (if applicable)
- Know how to EPrescribe with RXNT
- Find where to access your needed Documents
 - Chart synopsis, referral letters, etc.
- Practice Assessment & Plan and Coding
- Print Rx's and review FTC process

Doctors, familiarize with Consultative Selling Tools in the Toolkit & iPad: Live Consult Form, Patient Questionnaire, Lens Simulator, Price Guide, Lens Assortment, etc.

TECHNICIAN & OD | SKILL DRILL



TRUE OR FALSE....

Either the Live Consult or the Patient Questionnaire should be used 100% of the time?

All OD equipment will integrate into RevolutionEHR?

All previous exam records will import into RevolutionEHR from your legacy system?

The RevolutionEHR templates are customizable?

We must have all patients sign for their Rx to be in compliance with the FTC Ruling?

You must code your encounter for the check out team to invoice all patients?

CHECK OUT

- How does your pre-appointment process work now?
- How do annual exams benefit both the patient and the practice?
- How will you manage your next eye exams going forward?



PATIENT PRESCRIPTIONS

WHAT: The new FTC rules require doctors to obtain confirmation from a patient that the prescription was provided to the patient.

- *The Eyeglass Rule of 2024 mirrors the requirements of the Contact Lens Rule of 2020.*
- *The FTC indicates that patients must be given their prescription prior to doctors promoting in-office eyeglass and contact lens product sales.*

WHEN: The rule goes into effect on September 24, 2024. Announced on 6/27.

WHY: This established, longstanding rule required providers to provide patients with prescriptions at the end of an exam and cannot charge a fee or require eyeglass purchase for prescription release. The motivation behind this ruling was fair market competition and consumer choice. Consumer surveys, public comments and issued warnings throughout the last few years have positioned the FTC to take another stance this year and address continued non-compliance.

PATIENT PRESCRIPTIONS

HOW: We are establishing a process to capture acknowledgement of the delivery of eyeglass and contact lens prescriptions.

- We will do this via a paper form
- All signatures (acceptance or refusal) must be maintained for 3 years.
- Forms are found in Toolkit > Documents Folder > Poly & Procedure > FTC Eyeglass Rule

Process to Implement:

1. Patient provided form at check out from PCC or Optical Staff if transitioned to dispensary.
2. Patient signs.
3. Staff scans into patient's record in E.H.R.



CHECK OUT | SKILLS CHECK



Utilize your **Integration Week Training Guide** to review everything you've learned in your RevolutionEHR Google Classroom!

- Complete any check out tasks assigned by OD
- Print Rx's and review FTC process
- Complete a Cash (Self Pay) Invoice
- Complete a medical insurance invoice (zero bulk assigned to patient and one with a patient copay)
- Complete a routine insurance invoice
- Remove a service from invoice
- Add a task (note) for billers
- Schedule additional testing
- Schedule next eye exam
- Send referral to M.D.
- End of day procedures:
 - Check for unassigned invoices by clicking Reports > Accounting > Unassigned items
 - Any additional office designated tasks

Reminder: You must complete your "check out" process in RevolutionEHR AND transfer all services to Ciao! Optical.

CHECK OUT | SKILL DRILL



TRUE OR FALSE....

You must invoice the patient in RevolutionEHR the same day as services are rendered?

Services, copays, and out of pocket expenses are due at the time of service?

You must record accurate payment details in RevolutionEHR although payment is recorded in Ciao! Optical?

Medical Invoices are left in “pending” status vs Routine & Cash Pay are “authorized”?

There is a patient balance left in RevolutionEHR?

What do you do if the “apply fee” schedule button is not visible on your invoice?

CIAO! OPTICAL

Ciao! can be found on the iPad and on Desktop. Xstore is the cash register function of Ciao! Optical POS.

Ciao on the iPad is encouraged:

- Patient friendly
- Lens Simulator
- EyeRuler integrated into Ciao!
- Can not tender zero dollar sales or Cash

Desktop version of Ciao! makes it easier to toggle back and forth to RevolutionEHR.



LIVE DEMO

Let's review together:

- Ciao! Log in (iPad, Desktop, Training computers)
- Ciao! Demographics
- Ciao! Rx Entry (GL Only)
- Exam Entry



CIAO! DEMOGRAPHICS, RX, EXAM | SKILLS CHECK



Utilize your **Integration Week Training Guide** to review everything you've learned in your RevolutionEHR Google Classroom!

Patient Demographics: *This may already be done for you!*

- How to pull up and access a patient's Ciao! Profile from Active Tab
- Enter a new customer/ Family member
- Review/ Update demographics
- Change PMOC
- Enter a note
- Review Lifestyle info

Prescriptions:

- Enter the following RX's: SV, PAL, Trifocal
- Deactivate an RX, then reactivate
- Add new optometrist (don't save, just walk through the steps)

Enter Exams:

Cash Pay Only:

- Use Rev Invoice (s) to enter services
- Contact Lens Fitting only
- Add on only service (visual fields, Optomap, foreign body removal, etc.)
- Ensure the order is at ready status (ready for tender)

Add in Insurance: (Routine & Medical)

- Search and select insurance plan
- Complete insurance demographic information
- Complete/Edit claim as needed

Bonus Activity: TB with your OD/peer to show off your consultative selling skills!

CIAO! DEMOGRAPHICS, RX, EXAM | SKILL DRILL



TRUE OR FALSE....

The Rx will automatically show up in Ciao Optical?

All of my current patients should have a Ciao! Profile already?

Will all previous data (demographics, purchase history, etc.) transfer over to Ciao! Optical?

Each time I'm assisting an outside Rx, I must upload/input the OD into Ciao! Optical?

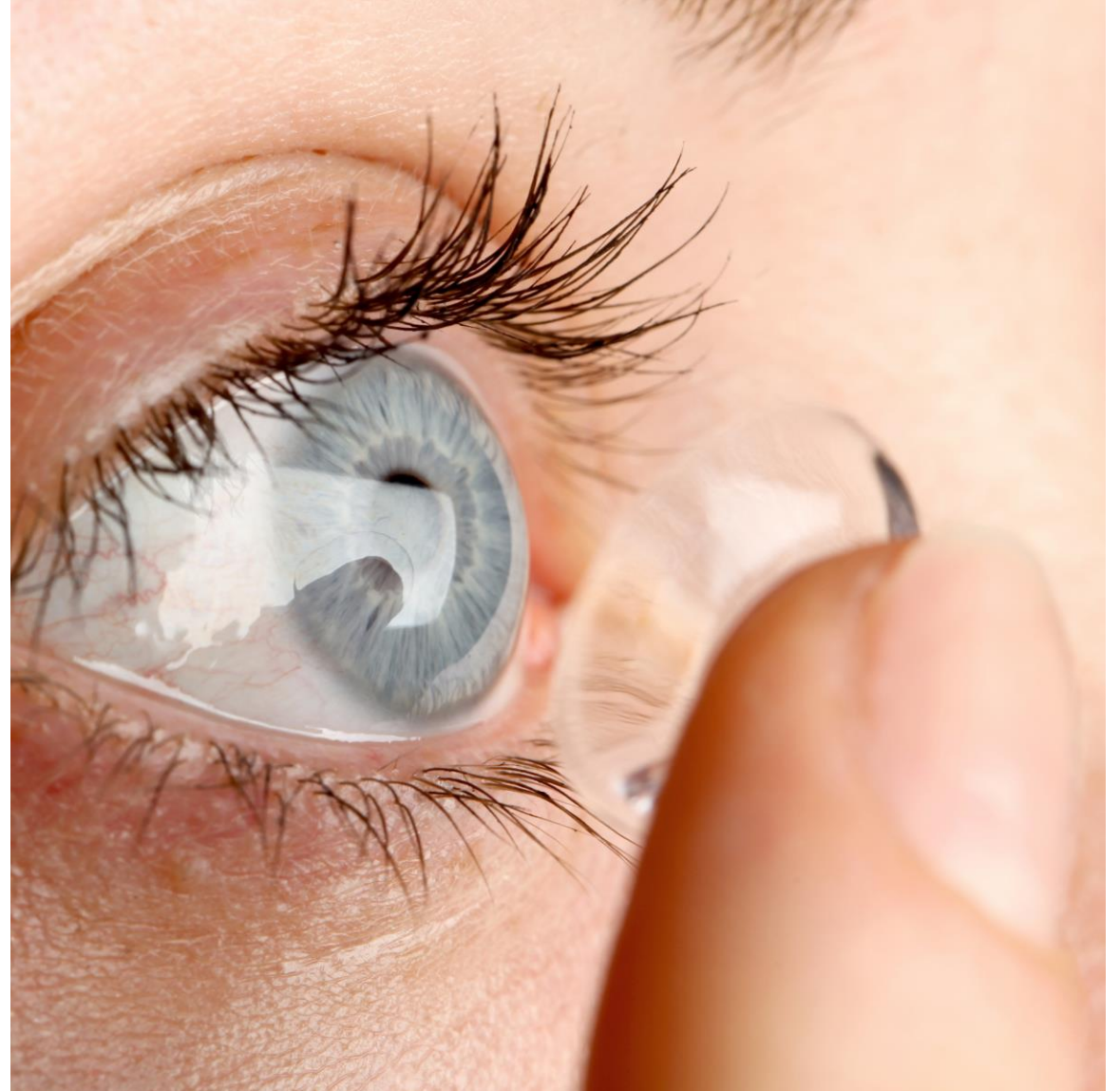
I can use the RevolutionEHR invoice to identify what services were completed?

If the patient does not pay out of pocket (Zero Copay) I do not need to enter it into Ciao?

LIVE DEMO

Let's review together:

- Rx Entry
- Soft Contact Lenses Ordering
 - Ordering one eye only
- Specialty Contact Lenses Ordering
- Instant Savings
- NOVG Portal
- Toolkit Guides



CONTACT LENSES | SKILLS CHECK



Utilize your **Integration Week Training Guide** to review everything you've learned in your RevolutionEHR Google Classroom!

Complete a combination of Cash Pay & Insurance (Bill Actual & Auto-Calc)

- Order a year supply of daily lenses
 - Change to ship to site
- Order 6 months of monthly lenses
 - Change to ship to an alternate address
- Add Express Shipping
- Order Specialty Contacts & walk through how you would place the order
 - Order Biofinity Toric XR
 - Order an RGP lens
- If applicable: process a Spectera Formulary Contact Lens Order in Ciao (PM only)
- In Toolkit, locate:
 - Contact Lens Quick Reference Guide
 - NOVG Guide
 - Contact Lens Email/Fax order form

Dailies Total One

-1.00 OU, 8.5/14.1

Acuvue Oasys

(R)+2.00, (L) +1.50, 8.4/14.0

Biofinity Toric XR

-1.00 -4.00 x 160 OU, 8.7/14.6

Biofinity Multifocal Toric

-2.00 -2.00x090 (+2.00 add) OU, 8.7/14.5

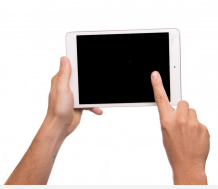
RGP

(R)+2.00, (L) +1.50, 8.4/14.0

Bonus Activities: How will you educate your patients on the instant savings you can offer for year supplies?

What promotions can you leverage to get your contact lens patient into a new pair of eyeglasses or plano sun?

CONTACT LENS | SKILL DRILL



TRUE OR FALSE....

Will Biofinity Toric XR lenses be ordered through Ciao! Optical?

PM: Do you have access to set up new hires/existing employees?

Ciao! will automatically add the Express Shipping fee in XStore?

You can see order details in NOVG?

My contact lens vendor account numbers will be in the Toolkit?

I will not have access to my previous CL Reps?

LIVE DEMO

Let's review together:

- Complete pair ordering
- Lens only transactions



EYEGLASSES | SKILLS CHECK



Utilize your **Integration Week Training Guide** to review everything you've learned in your RevolutionEHR Google Classroom!

Complete Pairs and Lens Only Transactions: *Cash Pay*

- Practice the OD Hand off leveraging the patient questionnaire, Lens Simulator, and single lens recommendations
- Enter UPC (scan if using iPad)
- Select various lens options (Transitions, Sun, Clear/ SV, PAL, BF's, Tri)
- Add a lens add on (polish, mirror, tint)
- Attach EPP
- Add discounts:
 - Routine discount
 - Employee discount
- Take measurements with EyeRuler2
- Ensure the order is at ready status (ready for tender)
- Put a note in patient demographics

Insurance: *Now that you're comfortable selling eyeglasses, add in Insurance. Use the same steps on the left and incorporate:*

- Search and select insurance plan
- Complete insurance demographic information
- Manually edit insurance in Ciao!
 - Use auto-calculations if available
- LPA: take your staged order and walk through how to adjust the order for an insurance required lab

EYEGASSES | SKILL DRILL



Show us your skills....

Who can demonstrate how to sell a pair of eyeglasses?

Who can demonstrate how to complete a lens only order?

What information is on the Order Completion screen?

Will the multiple pair discount automatically apply?

If I'm a pilot, what non polarized lenses are available?

How do you order prism/Slab off?

LENS SIMULATOR

Lens Design



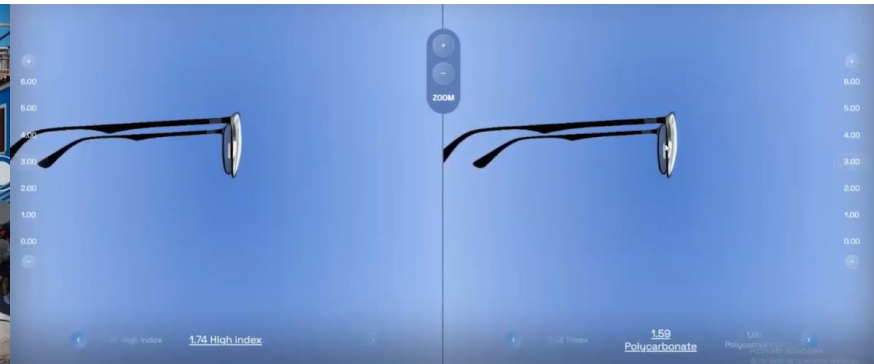
Varilux, Eyezen, DST, Sun, and More!

Lens Features



Crizal, Transitions, Polarization, Blue Filter

Lens Materials



Polycarbonate, High-Index, Plastic

HOW DO YOU USE IT?

Interactive lens tool designed to elevate the patient experience and support your tailored recommendations:

- Visually celebrate and showcase lens selections
- Educate by sharing lens details
- To bring your recommendations to life
- Compare, reinforce our Preferred Lenses!

Leverage with EVERY patient as part of Consultative Selling!



WHEN DO YOU NOT USE IT?

- Time constraint
- Repeat/duplicate orders
- More than two options are in consideration
- Patient is familiar with product features



LIVE DEMO

Let's review together:

- Lens Simulator



LENS SIMULATOR | PRACTICE

In groups, take turns being the patient, doctor, and observer. Practice the following scenarios:

- Budget friendly patient, but would benefit from high index
- First time progressive wearer
- Patient is wearing Rx sunglasses & clear, but you think they would also benefit from Transitions (in addition to Rx Sun)
- How could you educate on the benefits of Eyezen or Crizal Anti Reflective lenses



SCENARIO | LENS SIMULATOR

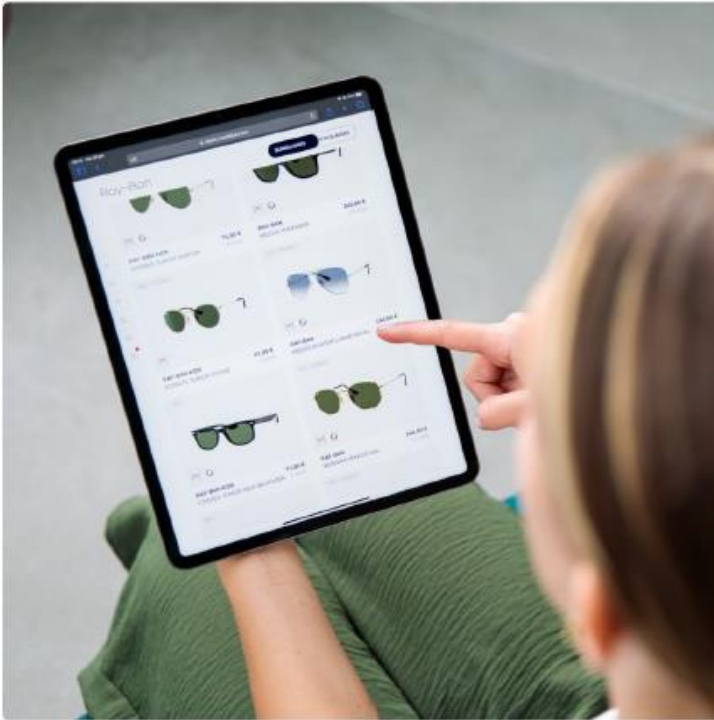
How would you introduce sun to a patient who has only worn OTC sun prior?

How would you introduce sun to a patient who only wears transitions?

What about the following professions?



SMART SHOPPER



INFINITE CATALOG



CUSTOMIZATION

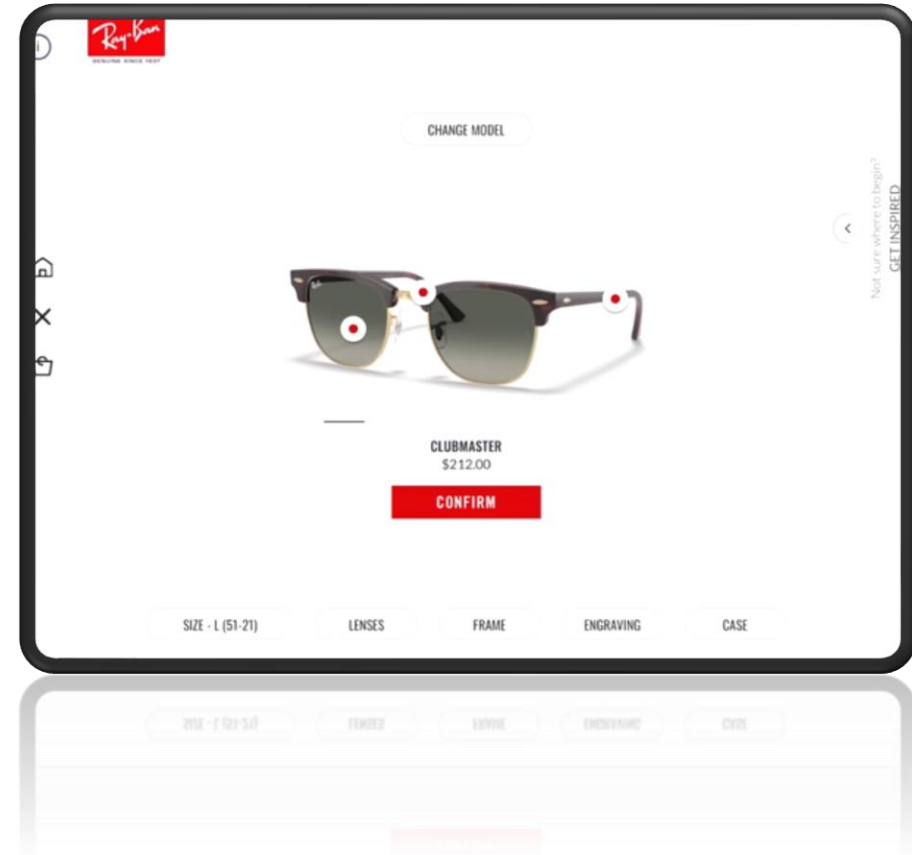
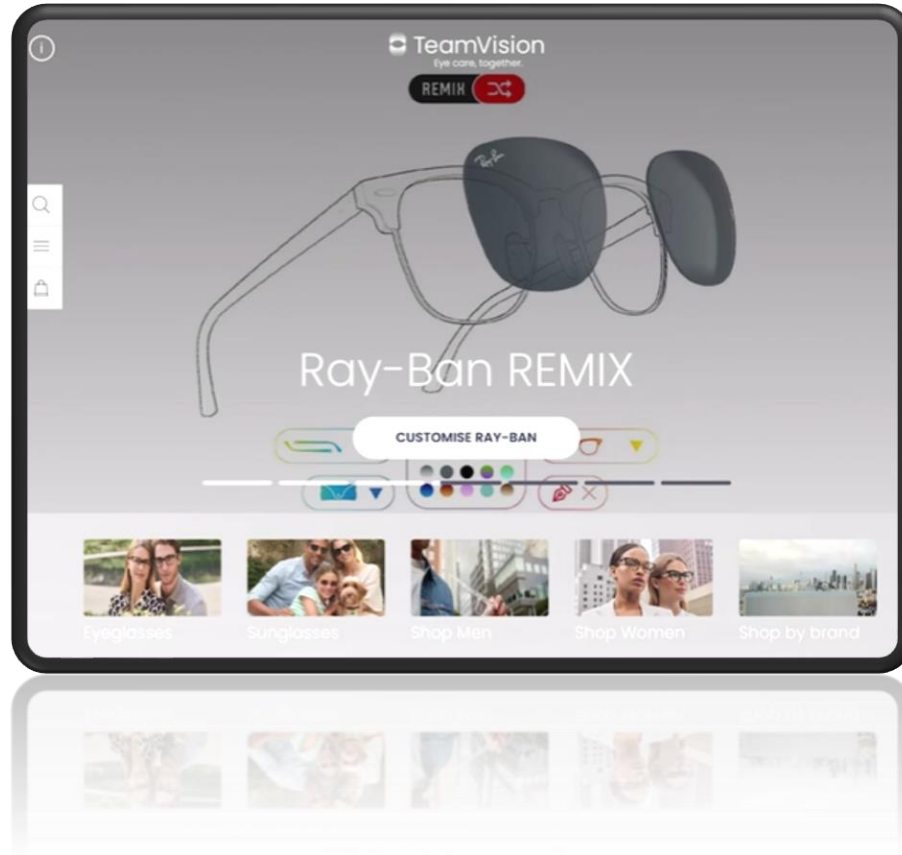


VIRTUAL TRY-ON

Smart Shopper is to compliment your frame assortment when a patient can't find a style they like in the office. Best practice is to always sell what you have in the office!

SMART SHOPPER

Plano Customization of Ray-Ban and Oakley



LIVE DEMO

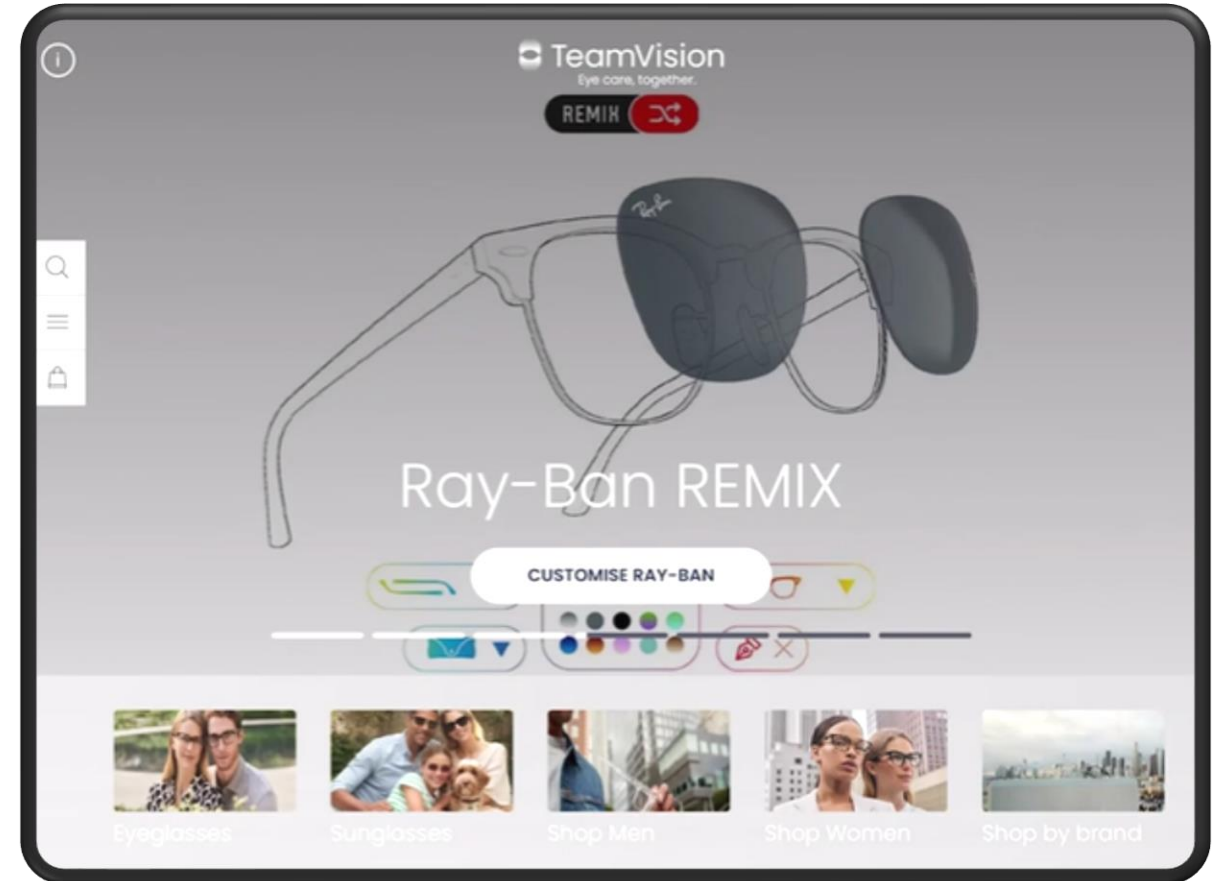
Let's review together:

- Smart Shopper



SCENARIO | SMART SHOPPER

How would you introduce sun to a patient who wears contact lenses full time?



SMART SHOPPER | PRACTICE

- Presenting smart shopper to the patient
- Navigate with filters
- Find the following styles:
 - Narrow frames (46-48)
 - Wide frames (54-58)
 - Plastic frames with thin sides
 - Semi rimless frames
- Use virtual try on



DIGITAL TOOLS | SKILLS CHECK



Lens Simulator:

- ☐ Can you locate the Lens Simulator Operations Guide in Toolkit?
- ☐ Can you seamlessly navigate the application?
- ☐ Practice presenting two different lens types
- ☐ Practice presenting two different lens features
- ☐ Practice using Lens Sim during the OD Patient Handoff
- ☐ Practice using Lens Simulator at eyewear dispense

Smart Shopper:

- ☐ Can you locate the Smart Shopper Operations Guide in Toolkit?
- ☐ With a peer, practice introducing smart shopper to a patient
- ☐ Practice finding petite frames
- ☐ Locate a specific eye size
- ☐ Customize plano Ray-Bans/Oakley
- ☐ Process Insurance order (must be in two separate transactions)

DIGITAL TOOLS | SKILL DRILL



Let's review...

What are you most excited about??

Who can role play what the OD hand off looks like, incorporating Lens Simulator?

Do you have to use Lens Simulator with everyone?

How will Smart Shopper enhance the patient experience?

Who do you call, or what app do you use if you're having issues with the applications?

EYERULER 2

Using Eyeruler 2+ with **ALL** patients creates value in you and your practice and will provide the best visual experience possible paired with your preferred lens design, coatings & features!



EYERULER 2

What measurements will be captured?	EyeRuler 2+ Required
<p>Use site iPad to launch EyeRuler 2+ from Ciao! Optical!</p> <ul style="list-style-type: none">• Sensor attaches on frames• Provides specific details such as:<ul style="list-style-type: none">• Box Measurements• PD/Seg/OC• Wearers Position• Wrap Angle, Pantoscopic tilt, Vertex Distance• Near Vision Behavior• Integrated into Ciao! Optical	<ol style="list-style-type: none">1. Varilux Comfort Max Fit, X Fit, and XR, and XR Track2. Eyezen Start & 1-43. Authentics (Ray-Ban, Oakley, and Costa)4. All Digital SV Lenses<ul style="list-style-type: none">• Blue Light• Transitions

LIVE DEMO

Let's review together:

- EyeRuler 2
- Tools & Resources
- Leonardo modules



EYERULER 2 | PRACTICE

- Launch through Ciao!
- Capture image
- Show a peer for image review
- Take manual measurements to compare
 - If significantly off, review Troubleshooting guide and image captured to determine how we correct

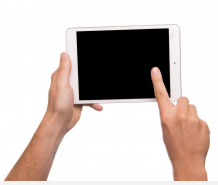


EYERULER 2 | SKILLS CHECK



Actions to Observe	YES	NO
Did the team member celebrate the new digital measuring tool?		
When possible, did the team member remove the demo lenses for an accurate picture? (sun and clear)		
Did the team member adjust the frame accordingly ? (Straight, not twisted, nose pads adjusted, slide down, etc.)		
Did the team member place the sensor on the eyewear with ease?		
Did the team member check the placement of the glasses on the customer? i.e., checked, asked if the glasses were in the correct positioning?		
Was each step of the process explained to you? Are we confident in explaining NVB measurements and how it impacts the lens?		
Was the iPad screen shown during the measurement process?		
Was the process seamless? Or did it look like the team member had doubts over the process?		

EYERULER 2 | SKILL DRILL



Let's review...

What do you think your biggest obstacle will be??

How can we present it to the patient?

True or False, I don't have to direct the patient's head posture?

What will measurements will be impacted if the patient holds their chin high?

True or False, I am required to use it with all patients?

LIVE DEMO

Let's review together:

- Special order frame
- Wellness
- Accessories



WELLNESS & ACCESSORIES | SKILLS CHECK



Accessory/ Wellness Products:

Note: co-management is processed the same way

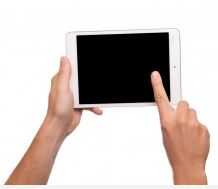
- ☐ Look up SKU
- ☐ Attach Provider

Frame Only:

- ☐ Look up a frame SKU
- ☐ Attach Provider
- ☐ Add EPP

**How is everyone
feeling so far?**

WELLNESS & ACCESSORIES | SKILL DRILL



Let's review...

Will my frame be ordered if I don't see a moving truck next to the name??

What will happen if you don't attach a provider?

What do you do if they aren't our patient, but want to purchase cleaner?

True or false, I have to use the UPC on the back of the product?

True or false, I am required to use it with all patients?

PAYMENT OVERVIEW

Payments Accepted

- Cash
- Check: payable to **Basden Eye Care**
- Credit including American Express, Master Card, Visa, Discover
- Debit
- Apple/Samsung Pay with patient Card linked
- HAS/FSA sponsored by major credit card

Can not tender Cash from the iPad!



TENDER THE SALE

Ciao! Receipts

Lunet Espace Vision Quebec City T14
1570 Bd Lebourgneuf
Quebec, QC G2K 2M4
Canada
418-625-1234
TPS/VH 757351937RT0001 TVQ 1227101632TQ0001

de Recu 2000038
Date : 6/2/24 @ 8:56 AM
Magasin : 29141, Caisse : 2
Cassier : Team 290014
Vendeur : 290014 (Team)

Article	Qté	Prix	Montant
Commande Client: Test Patient Commande: 10000443229141			
SV DST Trans GENIE Brown PremAR (Plastic)	20500001682617 1	345.00	345.00
Sales Order 10000443229141 [Lens]			
Single Vision Digital			
Plastic			
DST Processing			
Photochromic Brown			
Premium Anti-Reflective			
Scratch Resistant			
UV Protection			
One Year Eyewear Protection Plan	410000225189 1	35.00	35.00
Sales Order 10000443229141 [EPP]			
Sous-total		380.00	
GST		0.00	
GST		3.49	
Total		383.49	
Comptant		192.00	
COD		191.49	
Monnaie		0.00	

Garantie : Notre objectif est la satisfaction à 100% ! Si vous n'êtes pas entièrement satisfait de votre achat dans les 30 premiers jours, faites-le nous savoir. Nous sommes déterminés à faire les choses correctement.

Credit Card Receipt

Main Street Restaurant
6332 Burnaby Drive
Suite 228
Palo Alto, California 94301
575-1628095

Fri 04/07/2017 11:36 AM
Merchant ID: 9h9j9oufr
Terminal ID: 111111
Transaction ID: #6d598ef
Type: CREDIT

Number: PURCHASE
XXXXXXXXXXXX0041
Entry Mode: Swiped
Card Type: DISCOVER
Response: APPROVED
Approval Code: 819543
Sub Total: USD\$ 25.23
Tip: 3.78
Total: USD\$ 29.01

Thanks for supporting
LOCAL BUSINESS!

THANK YOU

Vision Care Benefit Summary

#410 LensCrafters 0410
539 Parkway Plaza
El Cajon, CA 92020-2532 619-441-0138

Customer: Bradham, Susan
Plan Name: SPECTERA RJ LG
Plan Type: Assignment
Account Code: 1208568

Order #: 1052921600410

	Retail Price	Plan Savings*	Amount Due**
RA7072, Blk Cr, 51/18/140	\$140.00	\$72.80	\$67.20
Progressive XVP Right	\$462.93	\$60.00	\$402.94
Plastic 1.60 Blue IQ Clear	\$163.31	\$0.00	\$163.32
Premium A/R	\$153.34	\$60.00	\$93.34
Right Hand Design	\$0.00	\$0.00	\$0.00
Scratch Resistant	\$0.00	\$0.00	\$0.00
UV400 Blue IQ Clear	\$0.00	\$0.00	\$0.00
Blue IQ Clear	\$35.33	\$1.50	\$33.83
Subtotal	\$954.91	\$216.70	\$738.21

*Plan Savings includes funded benefits and plan discounts
**Amount Due includes additional discounts and taxes applied

Order Ticket

Bradham, Susan
619680205
Sus_bradham@yahoo.com

Tray Ticket Blue
Store 0410
1053110540410

1 of 2

Quality Check List
VERBAL
Eyeglass Case/Protective Case
Brand/Frame Placement/Safety Bevel Smooth
Bridge Temporarily/Temp Weight
Bent/Case Completely
4 points/Case Smooth/Properly Centered

Imprinted By: _____

OPTICAL
Lens Material/Style/Frame Match Purchase
Straddle/Photo/Distance
Power/Add/Power/Photo/Add/Power
Frame Type/Style/Color/Height
Lens Size/Color
Thickness/Minimum Center/Temp Ball
UV/In Case/Center

Imprinted By: _____

Dispensing Associate
I/PP Purchased: ... Yes ... Refused X Declined

PRESCRIPTION
Sphere Cyl Axis Prism
OD(R) -4.00 -0.25 180
OS(L) -3.25 -0.25 180
Binocular Vision: ☐ AB ☐ SB ☐
Diopter: Paymen Khalighi
Other: _____

FRAME INFORMATION
Item # Vendor Style
805367261286 Ralph RA7072, Blk Cr, 51/18/140

LENS INFORMATION
CD(R) PG XVP R 1.60 BQ Clear Prem AR Plastic 1.60 Blue IQ Clear
CD(L) PG XVP R 1.60 BQ Clear Prem AR Plastic 1.60 Blue IQ Clear
Included Features: Right Hand Design, Premium AR, Blue IQ Clear, UV400 Blue IQ Clear, Scratch Resistant

MEASUREMENTS
Far PD Near PD Seg Height OC Height Thickness
CD(R) _____
CD(L) _____

Sum / 729703
2:18 PM, 10/05/2021

Lab Ticket

Printed 04/13/2022 04:27:43 pm Sales Assoc: Jackie, David
Customer: Pierce, Vivian Phone: (619) 465-8681 Store 419 Order # 1058287816410 Tray ID Blue

LAB

Lens Selection
Outside Processing - Central Lab - Central Lab Provides Frame
S0410/105828781

Gerber ID
8961

Special Surfacing Instructions
ATTACH LENS OPC LABEL(S) TO BACK
Frame 305297161136
Name: Ralph RA7072, 51/18/140, 51/18/140, 51/18/140
Source: Manual FPD A B ED Axis DBL
Type: Normal 71.8 54.00 42.70 58.40 16.00
Process

Notes:

REPRINT RECEIPT

From Ciao! Optical:

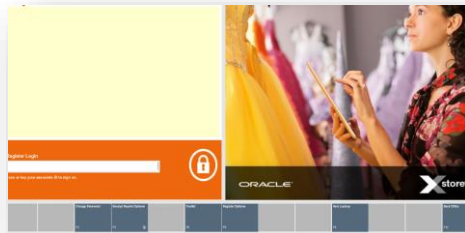
- Immediately after tender
- Or from back office

From Toolkit:

- Via application

Stax Device

- Through terminal



LIVE DEMO

Let's review together:

- Tendering in Ciao!
- Tendering in Stax devices



TENDERING | SKILLS CHECK



- ☐ Review Xstore and navigate to/from Ciao active orders
- ☐ Add discounts:
 - Service Recon
 - Manager Discretion
 - Complimentary Cleaner
 - Others
- ☐ Add Express Shipping to a contact lens order
- ☐ Change Associate in XStore

- ☐ Tender a glasses order (cash pay/zero out first and return same day if test order)
 - Review what prints where and what paperwork is expected to print
 - Review that cash or check (or zero) will not print a Ciao store copy receipt
 - Review to print and email receipts for all patients when possible
- ☐ Review information need from Ciao & Staxx Credit Card Machine
 - Credit Card
 - HSA or FSA
 - Check
 - Care Credit

TENDERING | SKILL DRILL



Let's review...

If person A put's something on active orders list, but person B tenders out, who gets credit?

True or false, it's okay if I only take 50% of the payment today?

True or false, If I select the email receipt, it will not print one as well?

Who can demonstrate how to reprint a receipt from the Toolkit App?

True or false, I can email a receipt from Ciao! 6 months after the purchase date?

ORDER MANAGEMENT

Let's review together:

- Order completion screen
- Lab Processing Application
- Order Tracker



SYSTEMS JOURNEY

**Glasses Order
Sold in Ciao!**



**Transmit
Order in LPA**



**Order Moves to
Order Tracker**



**Monitor Order in
Order Tracker**



**Order Arrive at
Location**



**Complete Order in LPA
(Order Inspection)**



**Patient Picks
Up Order**



**Order Tracker
Completion**



Order Management



Order Completion



PAST AND FUTURE STATE

New labs:

- RxO
- Insurance Required
- Custom Eyes (1% of orders or less)

Types of orders from RxO:

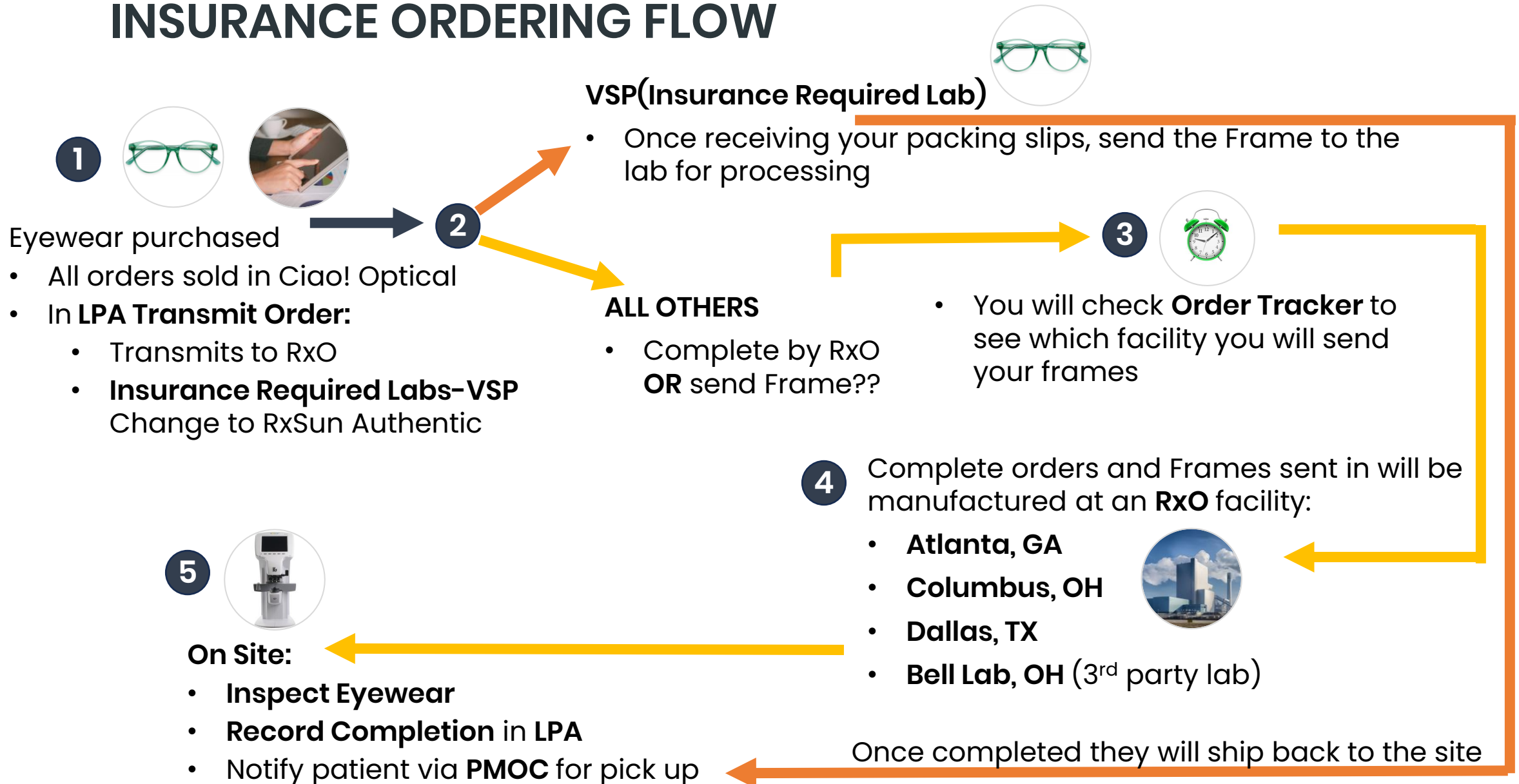
- Complete pair from RxO
- Site sends frames to RxO
- Cut & Edge
- IOF: Uncuts or product to come

Other labs:

- Site sends frames to lab



INSURANCE ORDERING FLOW





LAB PROCESSING APPLICATION (LPA)

Transmit Every Order In LPA:

- Prior to transmitting, all measurement and job type changes should be made
- Delete 'staged' orders
- Incoming orders, record inspection within 24-72 hours
- Run Lab Reconciliation report daily

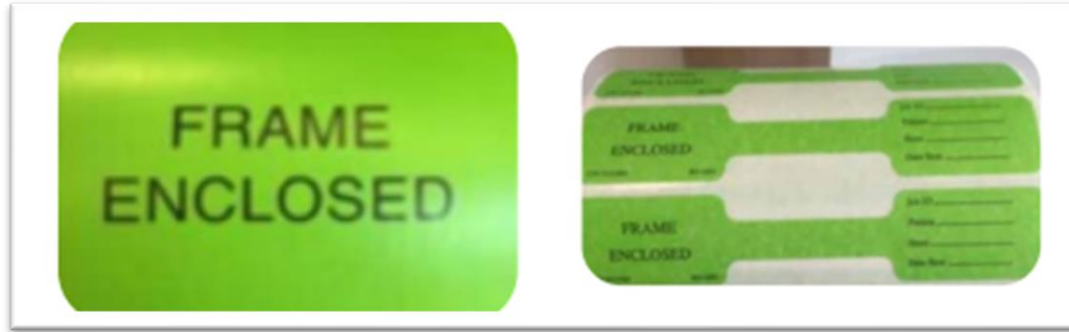


ORDER TRACKER | ORDER DETAILS

CUSTOMER DETAILS		NOTIFICATION LOG			ORDER DETAILS		
First Name	Benjamin		Date/Time	Status	Assoc. Name	Order No.	10030471729014
Last Name	Gampon		4/21/2023 2:03 PM	Ready - Other	Stoddart, L	Transaction No.	6001148
Phone No. (Home)						Outside Lab Order No.	ST014/10030471703
Phone No. (Mobile)	808-597-0125					Order Date/Time	4/11/2023 9:38 AM
Phone No. (Business)						Type	Outside Processing - Central Lab - Lenses Only
Email Address	bensecond7@gmail.com					Current Order Status/Time	Surfacing 4/20/2023 5:01 PM
Preferred Method of Contact	Text					Promised Date	4/25/2023 12:00 AM 
CUSTOMER CONTACT						Package Tracking	
TEXT	CALL					Delivery Status	
808-597-0125	▼					Lab Phone No.	
READY FOR PICKL ▼	OTHER ▼					Lab Address	101 Greenwood Industrial Pkwy McDonough, GA 30253
SAVE NOTIFICATION						ORDER DISPENSED	



FRAME TO COME



- Make sure your frame has the temple tag **COMPLETELY** fill out with legible penmanship
- Wrap the **LAB ORDER TICKET** around the frame with a **RUBBER BAND**
- Ship Next Day Air Saver to lab via EASY SHIP portal
- Log In: Network Credentials

ESCALATION PROCESS


- If your frame is not matched up by 3rd day, you can email your tracking number to email Luxproductgroup@luxotticaretail.com
- Email TeamVision@luxotticaretail.com if you need to check the status of your eyewear or have questions about RxO cancelations
- Order Management guide provides additional details

RxO ESCALATION PROCESS

[RETURN TO TABLE OF CONTENTS](#)

In the event an order status does not update or is delayed multiple times, you will need to escalate to lab leadership following this process:

- 1 Email TeamVision@luxotticaretail.com for TeamVision RxO Escalation requests
- 2 Follow the format below, deviations could result in delayed responses
- 3 Be concise and direct with the issue
- 4 Provide the Lab Order Number from Order Tracker (found in Order Details section)



Sample Email

To: TeamVision@luxotticaretail.com

Subject: RxO Escalations- ST127/10012875601

Order is 5 days past original promise date. Customer concerned about glasses. Order Tracker date has changed twice. (Original X/XX/XX to X/XX/XX, current date shown in Order Tracker.)

Order information:

Customer: Jane Smith

Order #: ST127/10012875601

Store #: XXX

Order date: X/XX/XX

Type: uncut

Lens: Featherwates Polarized blue-gray gradient SV lens

Plus any information, emails, faxes, calls that the store has received or placed regarding this order.

Send

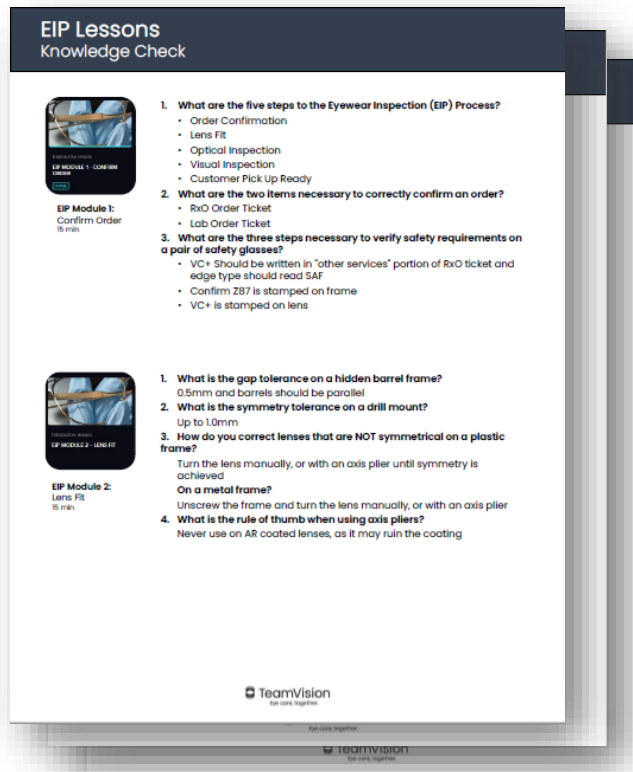
Subject line: Please indicate what kind of escalation is needed as well as the document number or tracking number.

Body of email: Succinctly sum up the issue followed by all necessary information (tracking number, document number in the XXXXX/100000000000 format—with sequence numbers as the last two, as these are incredibly helpful to have when researching type of order).

EYEWEAR INSPECTION PROCESS (EIP)

30– 45 Days Post Conversion

Completed on Leonardo using Luxottica Network Credentials



EIP Module 1:
Confirm Order
15 min

EIP Module 2:
Lens Fit
15 min

EIP Module 3:
Digital or Manual
Optical Inspection
1 hr 10 min

EIP Module 4:
Visual Lens Inspection
15 min

EIP Module 5:
Customer Pick up Ready
15 min

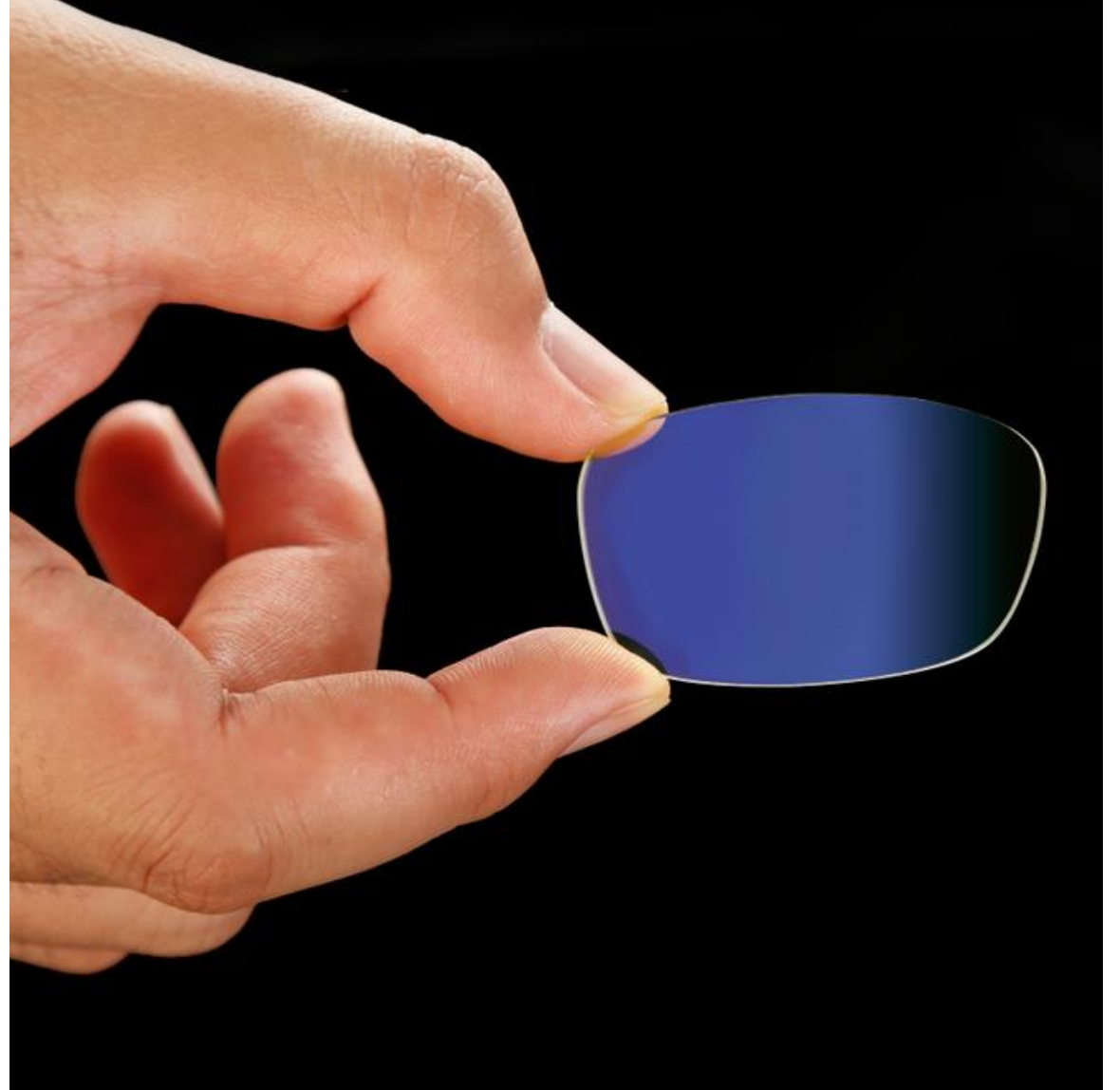
EIP Module 6:
First Inspection Full-
Service Labs
1 hr 20 min

OPTIMIZED LENSES

Optimized Lenses will be:

- Digital lenses
- Authentics (Ray-Ban, Costa, Oakley)
- Wrap frames

The lab will provide an adjusted RX when Inspecting the Eyewear



CHECKING OPTIMIZED LENSES

Initial Rx:

Sphere & Cyl

+1.25 - .25 x095

+1.00

Optimized Rx:

Sphere & Cyl Prism

+1.26 - .28 x095 .75 In & .25 Down

+1.02 .75 In & .25 Down

ST049/10025767402		9453367	
ST049		03/ 29	
DST		Original Order Date: 03/15/24 LMS Received Date: 03/18/24	
Store/Rx	Name	Lab	
ST049/10025767402	TVO GREER T049	MCDONOUGH	
DISTRIBUTED BY: Luxottica Optical 100 GRNWD IND PK		MCDONOUGH GA	
Power @			
Sphere	Cyl	Axis	Prism 1 Prism 2 Add 90 180
R: +1.25	- 0.25	95	+1.00 +1.25
L: +1.00			+1.00 +1.00
Seg Location	Material/Color	Lens Style	Vendor
R:	1.586 GLC POLY	OAKLEY ATT SV	SI ..
L:	1.586 GLC POLY	OAKLEY ATT SV	SI ..
PH	PV	PD	Specified Base
R: 31.0	23.0H	FR 62.5	R: +8.50
L: 31.5	23.0H	NR 62.5	L: +8.50
DEPT. INSPECT BY: _____			
INSP. TOLERANCE			
Sphere	Tol	Cyl	Tol Axis Tol Prism 1 Prism 2 PD Tol
R: +1.26	0.13	- 0.28	0.13 95 7 0.75I 0.25D 3.2 2.6
L: +1.02	0.13		0.75I 0.25D 3.3 3.3
Other Services		Special Instructions	
MC5 AR UV OAKLEY ENGRAVING 07-029 RX SOFT VAULT LARGE			
Tint		COSMETIC INSPECT _____	
Frame Status: SUPPLY		OPTICAL INSPECT _____	
Frame: oo9188 polished whit 59 12 918803 133 174057 0009188 R / L			
Eye: 59 Bridge: 12 Temple: 133 A= 60.56 B= 40.60 CIRC=176.4 176.4			

ORDER MANAGEMENT RESOURCES



- Transmit Orders
- Job Type
- Lab Assignment



- Service Promise
- CARE Unit
- Order Status

ORDER MANAGEMENT Operations Guide

LIVE DEMO

Let's review together:

- LPA
- Order Tracker
- NOVG



ORDER MANAGEMENT | SKILLS CHECK



Eyeglasses:

- ☐ Transmit orders in LPA that will go to RxO (no edits)
- ☐ Transmit orders in LPA that will go to RxO but need to be edited
- ☐ Transmit orders in LPA that will go to Insurance Lab (VSP, Spectera, Superior)
- ☐ Practice how to submit an order in Custom Eyes
- ☐ Transmit orders in LPA that will go to Custom Eyes
- ☐ Review key Tabs in Order Tracker
- ☐ Review Frame to Come Process – green tag on frame and green label on box
- ☐ Review where in Order Tracker Lab and Order information is found and shipping addresses (confirm Suite 200 has been listed for Atlanta)
- ☐ Review in EasyShip how to print lab shipping labels for RxO (3 labs)
- ☐ Review RxO Escalation Process (where to get the information for email)

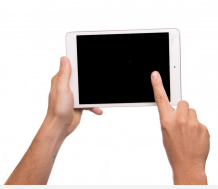
ORDER MANAGEMENT | SKILLS CHECK



Contacts:

- ☐ Order trials for a patient
- ☐ Order trials for site stock
- ☐ Review how to track/ log delays from NOVG Contact Lenses
- ☐ Review how to order specialty contact lenses through Service Center/Vendor
- ☐ Review in Toolkit >Documents> Contact Lenses> Pricing & Guides> CL Handbook

ORDER MANAGEMENT | SKILL DRILL



Let's review...

Who can demonstrate the trial lens process in NOVG?

How do we know if it's a patient trial or office restock?

True or false, in Order Tracker, open orders tab will notify me of a late order?

True or false, all orders need to be optically inspected by an FIC certified team member?

True or false, all orders need to be 'dispensed' out in LPA?

AFTER THE SALE

Our goal is 100% satisfaction!

If you're not completely satisfied with your purchase within the first 30 days, just let us know. We're committed to making it right.

- We stand behind our product and will replace any defective lenses or frames.
- Doctor Prescription Exchanges (90 Days)
- Cataract Surgery Exchanges (6 Months)

Leverage digital tools & your consultative selling skills!



AFTER THE SALE | CONTACTS

Ciao! Optical:

- Returns only
- Return > Reprocess > Tender together

Specialty Lenses:

- Follow vendor exchanges and returns process

*Exam Services should never be returned



AFTER THE SALE | CONTACTS

Soft Lenses:

- Must have product if home shipped/delivered
- Shipping issues can be re-ordered
- Make detailed notes in patient file
- Put boxes aside for recall at a later date
- Can not be boxes that are damaged, expired, written on, or have stickers on them



AFTER THE SALE | EYEGLASSES

Ciao! Optical:

- Exchange or Return
- EPP

Troubleshooting:

- Eyewear Analysis Form
- EyeRuler2 images

RTFT Program:

- Optical captain
- Reporting available



RETURNS & EXCHANGES

EXCHANGE
Are you sure you would like to exchange items for this order?

☒ ☐

Exchange (2 drop down options)	
Service Quality	Restyle Frame (Fit/Look)
	Restyle Lens (Type/Material)
	Dr Rx Change
	Rx Entry/Measurements Correction
	Order Cancelled (Not Available/Out of Range)
	ATF Price Adjustment
Product Quality	Frame Flaw
	Lens Flaw
	Lens Not Made to Order
	Damage Replacement

RETURNS & EXCHANGES

Bugs Bunny 

Frame Order Worksheet Order Completion

Category	QTY	Item#	Description	Retail Price
Frame	1	679420888507	PR 0105 55 CONCEPTUAL, Trt Brn, 8m G P	\$310.00
				TOTAL: \$310.00

Main Promotion

Current Offer:

Deal Code:

☐ Associate Sale

Promotion Savings: \$0.00

YOU PAY: \$310.00


Quote valid through: September 1, 2021

















    

 Customer Order






Location 29003 290015 [Logout](#)


Active Virtual



Name	Type	Order Progress	Business Date	Status	Associate Id
Bugs Bunny (0/1)					
  		F>C	8/2/2021	Ready	290015 
Aug TV2 (0/2)					
  		F>L>M>C	8/2/2021	In Progress	
  		F>L>M>C	8/2/2021	In Progress	
Flowers Comp (0/1)					
  		F>L>M>C	7/30/2021	In Progress	290031 

{Order Total = 4}

 Customer Order

Location 29003 290015 [Logout](#)

TENDERING EXCHANGES

- Tender as you would a normal sale
- Must use original form of tender for credit cards
- For cash (small amounts and if you have enough in the drawer to maintain business), you can refund with cash
- For checks, large cash amounts, or if the original card is not available, you will use a Home Office Refund Check



FRAME DISPOSITION

Your **Frame Recovery Box** is a place in the office to store all Frame Returns, Exchanges & Damages with a copy of the receipt.

- Daily- damage the product out
- Weekly- PM will sign off on damages
- Monthly- send back to NAASC

Details found in **Inventory Management Guide!**



LIVE DEMO

Let's review together:

- Exchanges
- Returns

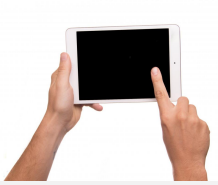


AFTER THE FACT | SKILLS CHECK



- ☐ Review Purchase History in Ciao! (use above test order)
- ☐ Review how to find Eyewear Analysis From in Toolkit and how to find order details in Ciao! Customer Order
- ☐ Remake the glasses and change frame/lens (pull all the way to Xstore but do not tender)
 - Review how Ciao will calculate price difference and policy
 - Cancel remake so not on Active Order List
- ☐ Pull order back up and add an EPP (at pick up)
 - Cancel remake/add EPP so not on Active Order List
- ☐ Pull order back up and add an ATF discount/charge
 - Cancel remake/ATF so not on Active Order List
- ☐ Pull order back up and return the order and review paperwork (sign)
- ☐ Change a form of payment
- ☐ Review what a Phantom Order is
 - Review how to complete a No Receipt Return
- ☐ Review Toolkit >Documents> Entering Orders > Return and Exchanges
- ☐ Find your Frame Recovery Box
- ☐ APM/PM/LM: Walk through the Frame Recovery/Disposition process
- ☐ Review RTFT reporting from Toolkit

AFTER THE FACT | SKILL DRILL



Let's review...

Show us how to do an complete pair EPP.

Do you have to make a note in the patient profile?

True or false, for specialty lenses, I have to wait to send it back to the vendor?

True or false, I can throw the damaged product away?

True or false, there is a video I can watch to see how to process the exchange?

MEDICAL INSURANCE



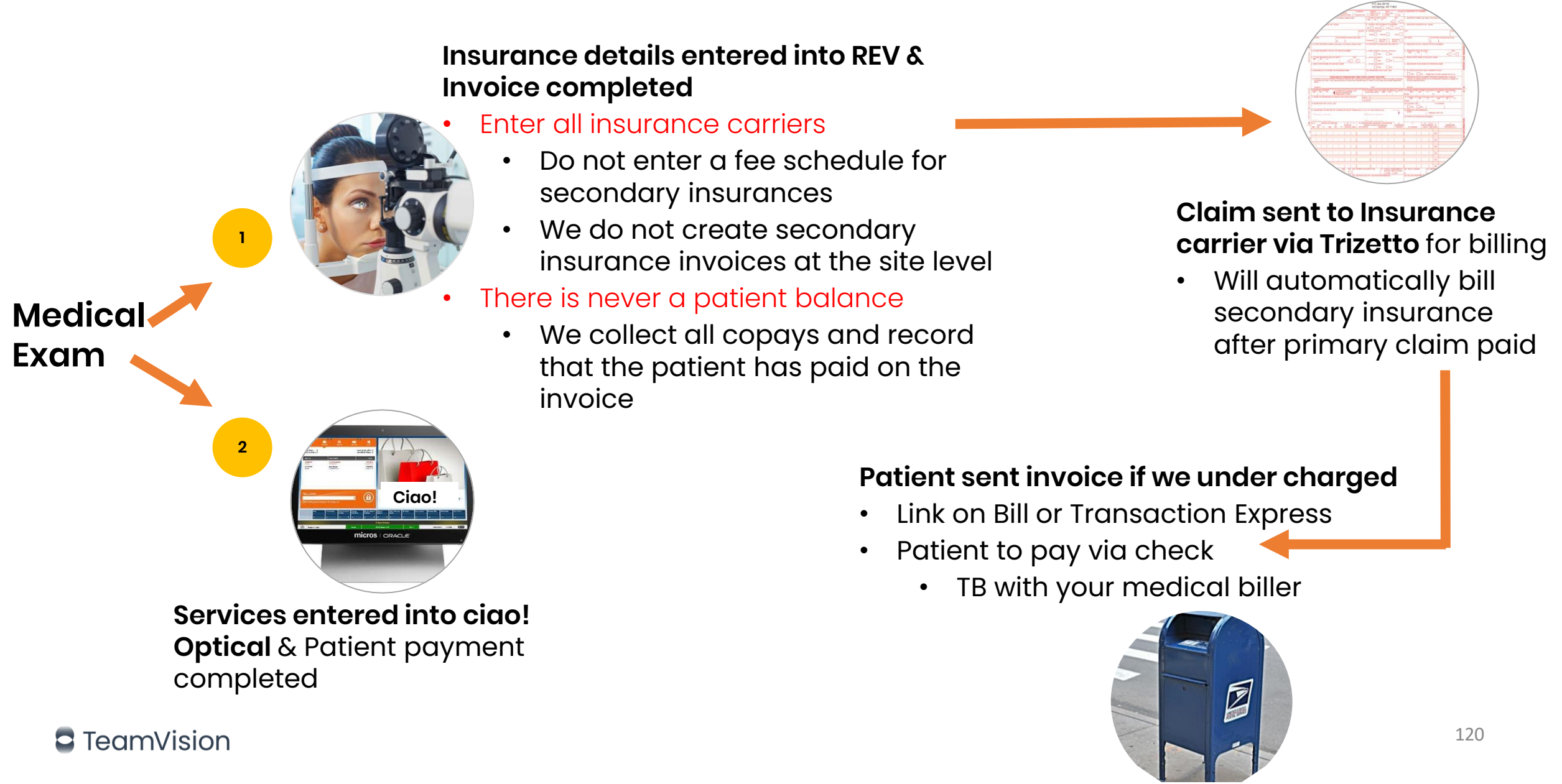
INSURANCE OVERVIEW

After Appointment

1. Medical Services

- a) Your E.H.R is integrated into Trizetto
- b) Once Invoice created and patient payments recorded, medical biller will scrub claim and file with Medical Carrier
- c) EOB & payment will be received and reconciled
 - If over payment has occurred, patient will receive a refund check
 - If under payment occurred, your patient will be sent a bill on the first of the month
 - The team will be responsible for following up ([Click Here](#) for additional details)
 - Patients can make payments through Transaction Express or a virtual payment terminals in office

PROCESS OVERVIEW



INVOICES | RevolutionEHR

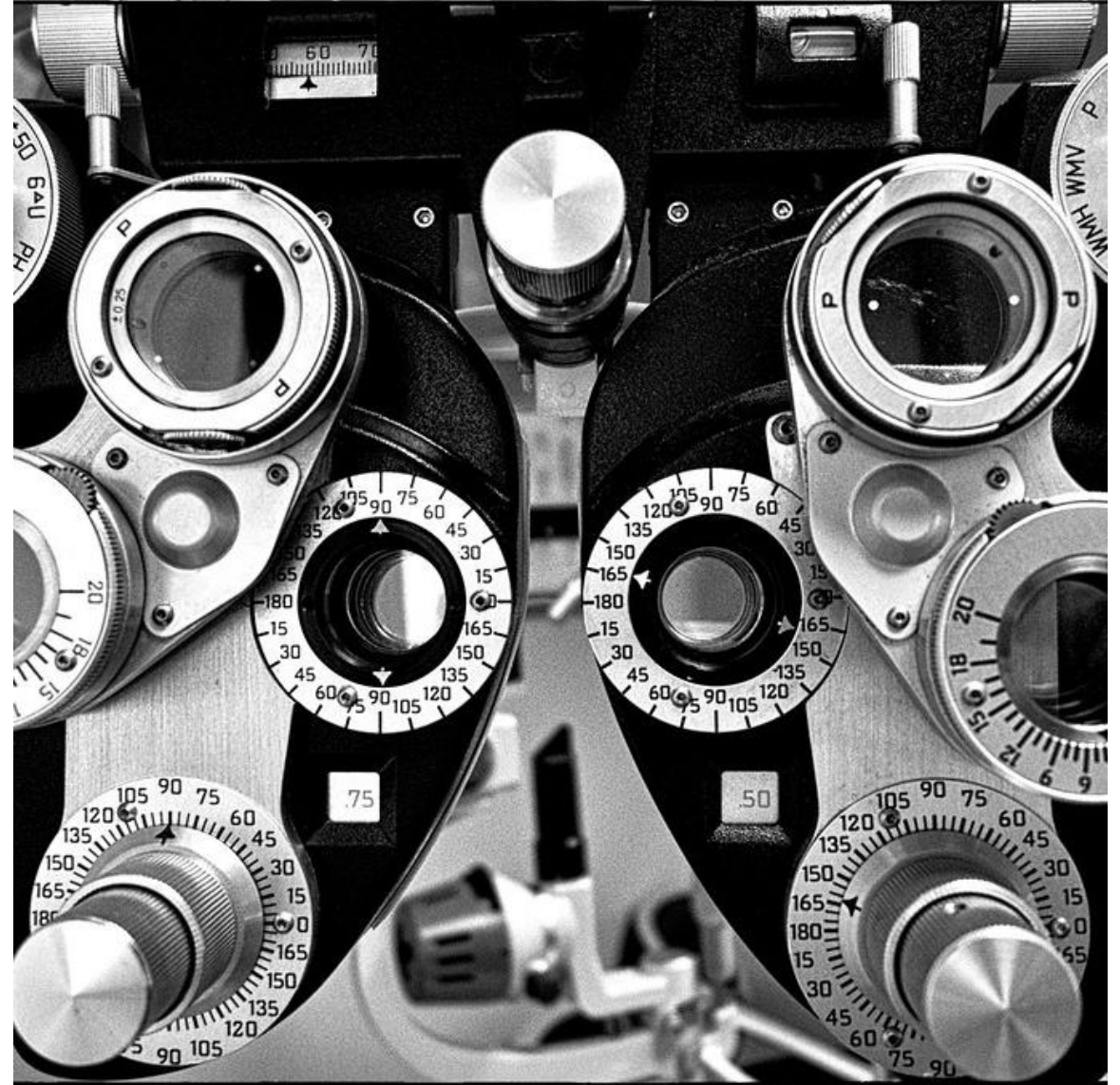
- 1. Bulk assign services to either insurance carrier and/or patient (two invoices created).**
 - For the medical invoice, Apply Fee Schedule
 - Click Transfer Item for any copays and enter copay details if applicable
 - Leave Medical Invoice in Pending status
 - If insurance carrier will not cover services, the patient will be Bulk Assigned those fees (or the patient has a copay) a second invoice will be created.
- 2. On the Patient Invoice (second invoice).**
 - Authorize and record as Paid
- 3. Enter all services, copays in Ciao! Optical.**



INVOICES | RevolutionEHR

Important Notes:

- Medical: Do Not Authorize Invoice.
- Patient Invoice: Authorize & Mark As Paid.
- Insurance balance left in the E.H.R.
- Zero patient balances left.



TASKS | RevolutionEHR

- Primary way for your billers to communicate with you
- You can assign it to another individual
- Assign it back to biller for update
- Mark as completed

The screenshot shows a web-based task management interface. At the top, there's a header with 'Tasks', a search bar, and the task ID 'Task #34364734'. The main form area contains several fields: 'Due Date' with a date picker, 'Priority' set to 'Normal', 'Category' set to 'Accounting', 'Patient' set to 'Ogletree, Gianna', and 'Description' with the text 'pt mom has questions about Bill'. To the right of these fields, it shows 'Assigned To: Martinez, Tracy', 'Created By: shannon_butler', 'Created On: 05/22/2024', and 'Completed On: N/A'. Below the description field is a large text area for notes. At the bottom, there's a row of buttons: 'Save', 'Save and Close', 'Cancel', 'Complete', 'Reassign', and 'Cancel Task'. A 'Notes' section is visible at the very bottom.

Tasks Search Task #34364734

Due Date mm/dd/yyyy

Assigned To Martinez, Tracy

Created By shannon_butler

Created On 05/22/2024

Completed On N/A

Priority * Normal

Category * Accounting

Patient Ogletree, Gianna

Description * pt mom has questions about Bill

Save Save and Close Cancel Complete Reassign Cancel Task

Notes

LIVE DEMO

Let's review together:

- Operational guide
- Your insurance guide
- Practice invoices
- Your invoice



MEDICAL INSURANCE | SKILLS CHECK



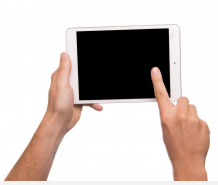
RevolutionEHR

- ☐ Code services if needed
- ☐ Complete a medical insurance invoice –zero copay from patient
- ☐ Complete a medical insurance invoice – \$25 copay from patient
- ☐ Doctor forgot to add a service, add in the invoice

Ciao! Optical

- ☐ Search and select insurance plan
- ☐ Use Rev Invoice (s) to enter services
 - Insurance & patient invoices
- ☐ Ensure the order is at ready status (ready for tender)

AFTER THE FACT | SKILL DRILL



Let's review...

Show us how to complete a medical invoice without a copay.

Show us how to complete a medical invoice with a copay.

True or false, we authorize the invoice?

True or false, I can bill the insurance carrier to see what's covered?

True or false, we bill the secondary insurance carrier at the site?

ROUTINE INSURANCE



INSURANCE OVERVIEW

After Appointment

- For VSP, if Exam Auto-Calculation plan selected in Ciao! Optical, the claim will be filed with VSP automatically
 - If incorrect plan was selected, member details, authorization, or diagnosis missing the claim will be sent back to the practice to re-key
- All Carriers-Bill Actual plans: your billing team will file the claim
 - For insurance required labs-packing slip will be sent as needed

PROCESS OVERVIEW



Insurance details entered into REV & Invoice discounted

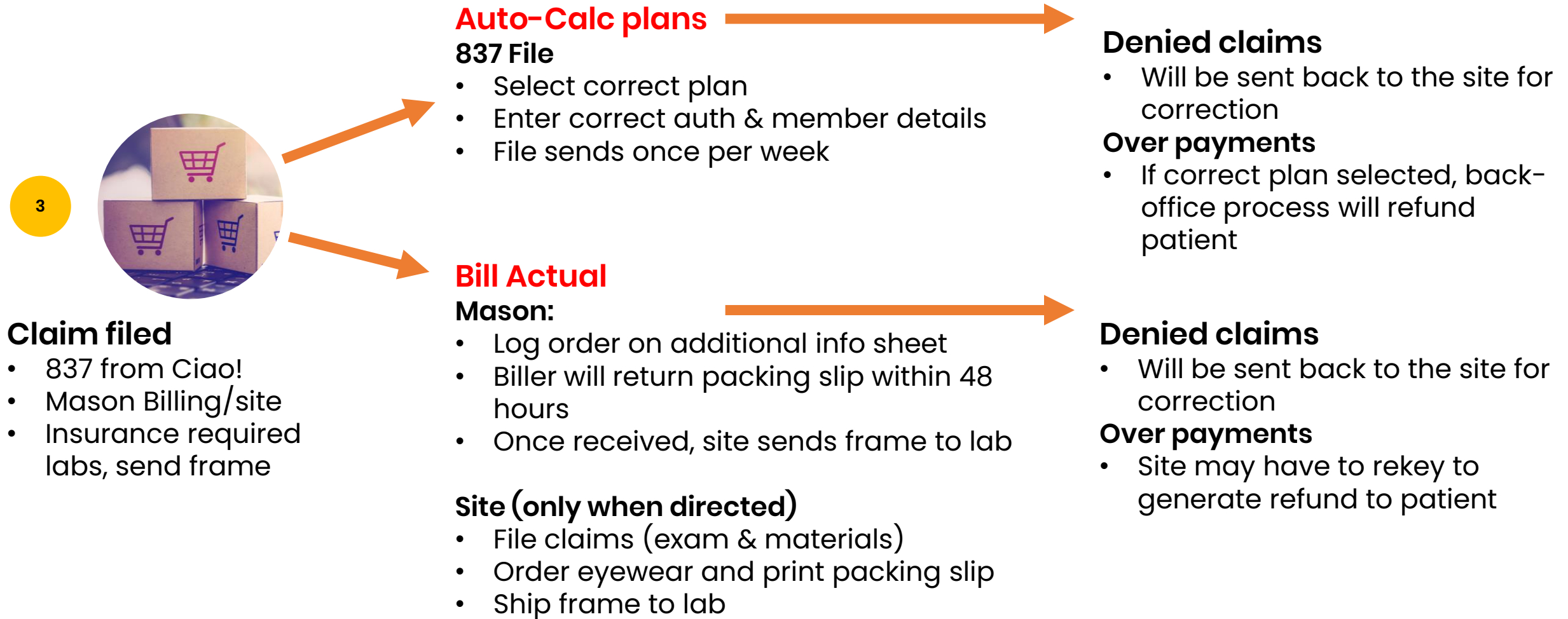
- Apply Insurance Fee schedule
 - if button not present, fee schedule was not entered
- Record Optomap fees and record that the patient has paid on the invoice
- **There is never a patient balance**



Services entered into Ciao!

- Auto-Calc plans are priority
- Bill Actual plans if needed
- Patient payment collected

PROCESS OVERVIEW



INVOICES | RevolutionEHR

Routine Vision Insurance

Bulk assign services to either insurance carrier or patient (two invoices created)

1. Insurance Invoice:
 - For the routine invoice, **Apply Fee Schedule** to zero out claim
 - **Authorize** the claim and record as **Paid**
2. Patient invoice:
 - **Authorize and record as paid**
3. Enter all fees to **Ciao! Optical**



INVOICES | RevolutionEHR

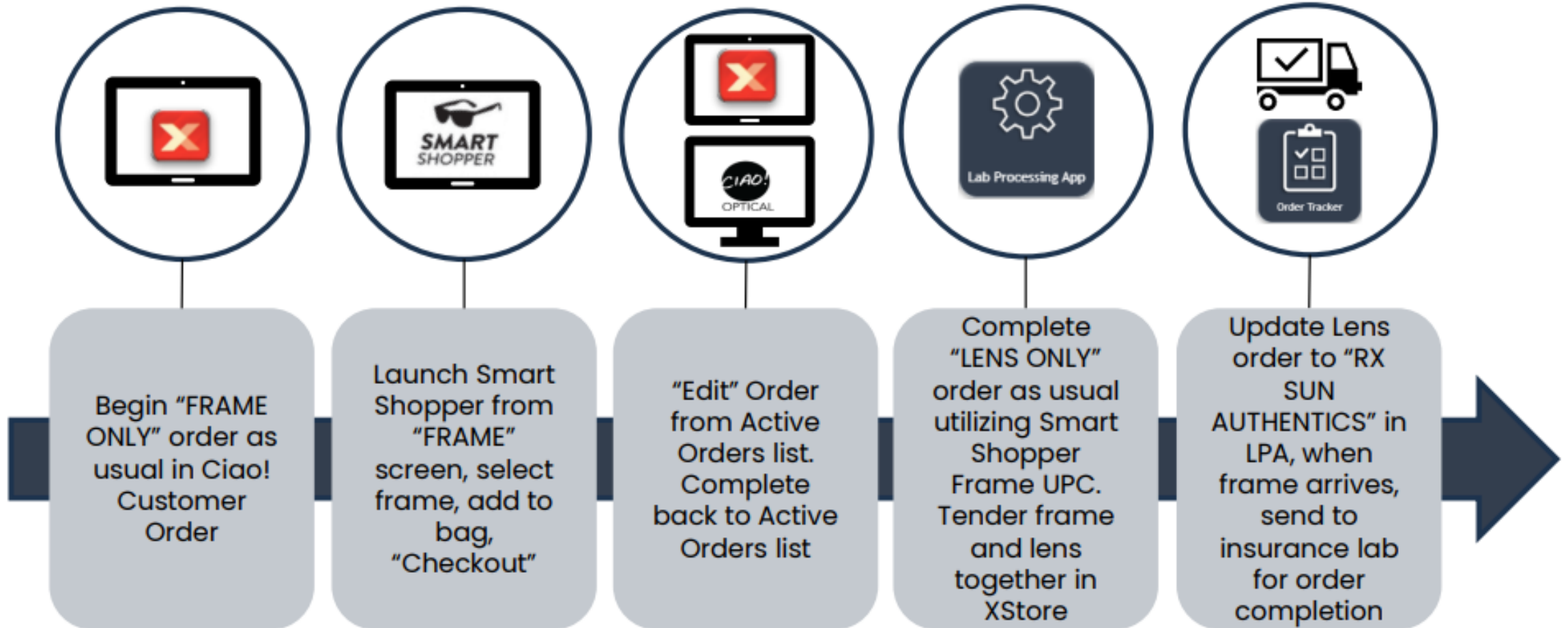
Reminders:

- Authorize invoice & mark as paid
- Zero balance in the E.H.R.



INSURANCE | SMART SHOPPER

With insurance required labs, smart shopper will supply the frame, and the insurance lab will provide the lenses. Due to this, the order must be separated in ciao!



ROUTINE VISION INSURANCE

Let's review together:

- Operational guide
- Your insurance guide
- Practice worksheets
- Practice in Ciao!



ROUTINE INSURANCE | SKILLS CHECK



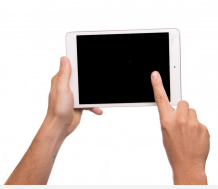
Auto Calculation

- ☐ Search and select insurance plan
- ☐ Complete insurance demographic information
- ☐ Exams
- ☐ CL fitting only
- ☐ Contact lenses under \$1000
- ☐ Specialty contact lenses

Bill Actual

- ☐ Search and select insurance plan
- ☐ Complete insurance demographic information
- ☐ Lenses only
- ☐ Contact lenses over \$1000
- ☐ Eyeglasses
- ☐ LPA: change lab

ROUTINE INSURANCE | SKILL DRILL



Let's review...

Show us how to process a choice exam \$10 copay.

Show us how to process a signature exam with a toric fit \$20 copay/ \$60 fitting?

True or false, if I use an auto-calculation plan, I will have to file the claim?

True or false, I can use my existing logins to file the claims?

True or false, I do not need to file an eyeglass claim for VSP because it will auto file?

POST INTEGRATION

Whats to come:

- Post support for 2 weeks
- Continue your learning journey
 - In person
 - Patient Journey & guides
 - Leonardo



FEBRUARY 2025



TeamVision

FW 5

FW 6

FW 7

FW 8

FW 9

SUN	MON	TUE	WED	THU	FRI	SAT
26 Central Purchasing Order Auto Transmits	27	28	29 TVOps Office Hours 1-130pm EST (10-1030a PST) T167: Sam, Michael, Lisa T168: Molly, Shayla, Lisa	30 TVOps Office Hours 1-130pm EST (10-1030a PST)	31	1
AP/EHS Deep Dive	Integration EHS audit this week		Lunar New Year			
2	3	4	5 TVOps Office Hours 1-130pm EST (10-1030a PST) T167: Sam, Julia T168: Molly, Phil	6 TVOps Office Hours 1-130pm EST (10-1030a PST)	7	8
EyeRuler				March PTO Requests Submitted (in KRONOS)	Due By Today: EHS Monthly Checklist in CAMS	
9 Central Purchasing Order Auto Transmits (Back-Up Window)	10	11	12 TVOps Office Hours 1-130pm EST (10-1030a PST) T168: Alix	13 TVOps Office Hours 1-130pm EST (10-1030a PST)	14	15
Insurance Audit					Valentine's Day	
16 March Schedule Posted EyeRuler, EIP, RTFT, Order Management Follow Up	17 Presidents' Day	18	19 TVOps Office Hours 1-130pm EST (10-1030a PST)	20 TVOps Office Hours 1-130pm EST (10-1030a PST)	21	22
23 Central Purchasing Order Auto Transmits (Primary Window) Putting It All Together	24	25	26 TVOps Office Hours 1-130pm EST (10-1030a PST)	27 TVOps Office Hours 1-130pm EST (10-1030a PST)	28	1 Due By Today: Frame Disposition (Inventory Mgt) Ramadan

IT & SYSTEMS SUPPORT

From the Toolkit:

- Use OneLink to communicate with SSS
- Who To Call & Who To Email
- OD Equipment

Call Store Systems Support:

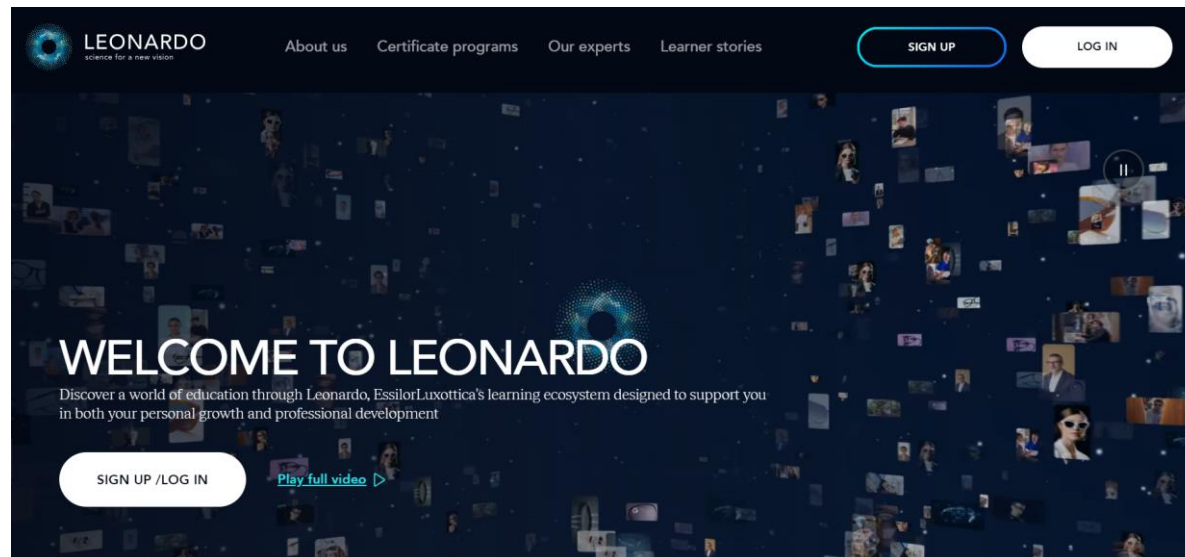
- 1833 467 4243



LEONARDO ONBOARDING

Begin after integration week:

- PM, PCC, & Optical Team members may have assigned Onboarding Lessons



Essential Path

3.5 weeks to complete

Enrichment Path

3.5 weeks to complete

Compliance Modules

Next 30 days

COMPLIANCE TRAINING

LEONARDO LESSONS

All Employees to complete:

- Lessons can also be accessed by clicking the links on attached checklist
- New hires need to complete within 30 days of hire

Reporting & Results

- Goal is 95% or above** in Training Saturation Results
- Reporting cadence Monthly

Access Leonardo directly from the Ciao! Optical Toolkit or [Leonardo Learning platform | EssilorLuxottica](#). Login with EssilorLuxottica ID and Network Password. Use this checklist to complete the mandatory compliance lessons within **30 days** of conversion or hire date. Many of the lessons will be accessible from your **To-Do List in Leonardo** or **click on the hyperlink** below to be directed to the lesson.

Category	Duration	Lesson with Link	Team Member	Doctor	Field & Corporate
Healthcare Compliance	30 min	ADA Training – North America	Yes	Yes	Yes
	Coming Soon	New Medicare-Medicaid FWA	Yes, when available	Yes, when available	Yes, when available
Data Privacy	30 min	2024 Patient Rights and Privacy Under HIPAA	Yes	Yes	Yes
Ethics Compliance	Coming Soon	New Code of Ethics	Yes, when available	Yes, when available	Yes, when available
Store Operations	15 min	Introduction To Asset Protection	Yes	Yes	Yes
	10 min	Recognizing and Avoiding Phone Scams	Yes	No	Yes
Health & Safety	15 min	The 3 Rs Of Shoplifting Prevention	Yes	Yes	Yes
	15 min	2024 Accident Prevention	Yes	Yes	Yes
	40 min	2024 Workplace Emergency 1. 2024 Emergency Response 2. 2024 De-Escalating Conflict 3. Active Shooter: Response and Procedures	Yes	Yes	Yes
	20 min	2024 Environmental, Health, and Safety Acknowledgement	Yes	Yes	Yes
	45 min	2024 Hazardous Materials Handling 1. 2024 Hazardous Communication in Stores 2. 2024 Dangerous Goods Shipping Awareness 3. 2024 Waste Management in Stores	Yes	No	Yes
	15 min	Incident, Injury and Illness Reporting – NA Region	Yes	Yes	Yes
	5 min	2024 Electrical Safety	Yes	No	Yes
	10 min	2024 Waste Management Lab Operations	Yes, Sites with IOF Lab	No	Yes
	Coming Soon	New Hazard Communication Lab	Yes, Sites with IOF Lab when available	No	Yes
	Coming Soon	New Workplace Violence & Harassment Prevention	Yes, when available	Yes, when available	Yes, when available

Additional Lessons by State:

Category	Duration	Lesson with Link	Team Member	Doctor	Field & Corporate
California Additional	10 min	2023-24 CCPA and Amended CPRA	Yes, California	Yes, California	Yes, California
Chicago Additional	60 min	2023-24 Bystander Intervention Chicago	Yes, Chicago	Yes, Chicago	Yes, Chicago

FRAME ASSORTMENT

Leonardo Lessons:

- Learn about our heritage brands such as Burberry, Dolce & Gabbana, Polo & more!
- House brands such as Ray-Ban, Oakley, Costa & more!

Virtual Classrooms, Runways, and general product knowledge is available!



LENS ASSORTMENT RESOURCES

Varilux®

Eyezen®

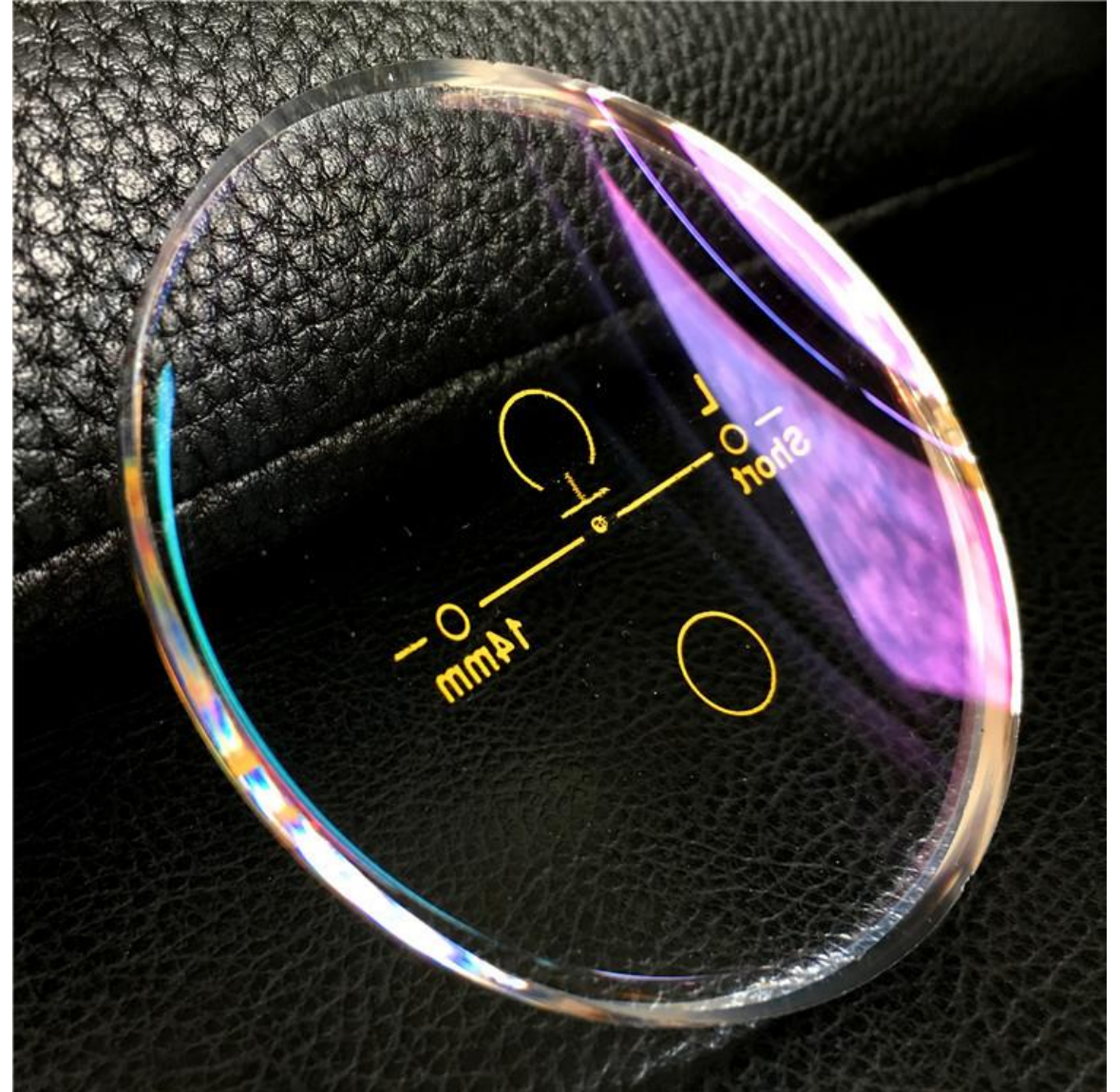
Crizal®



Transitions
light intelligent lenses



- Lens Assortment Pricing & Ranges Resource
- Leonardo Lessons
- Essilor Expert training video

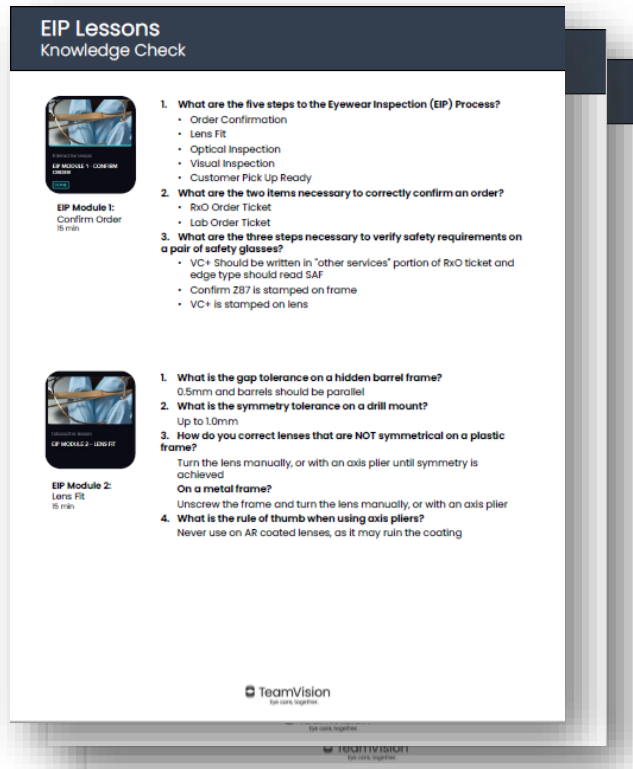


EYEWEAR INSPECTION PROCESS (EIP)

LEONARDO LESSONS

30- 45 Days Post Conversion

Completed on Leonardo using Luxottica Network Credentials



EIP Module 1:
Confirm Order
15 min

EIP Module 2:
Lens Fit
15 min

EIP Module 3:
Digital or Manual
Optical Inspection
1 hr 10 min

EIP Module 4:
Visual Lens Inspection
15 min

EIP Module 5:
Customer Pick up Ready
15 min

EIP Module 6:
First Inspection Full-
Service Labs
1 hr 20 min

INSTAKEY & KEY CONTROL

Maintenance Portal

To streamline the store re-keying process and improve the safety of our sites, all locations will install InstaKey for exterior/interior door locks.

InstaKey is a comprehensive key control management tool for sites that will improve the physical security of our team members, lessen the time spend in managing locks and keys, and mitigate key control costs.

As part of this initiative, sites will request this service in Maintenance Portal.

KEY CONTROL

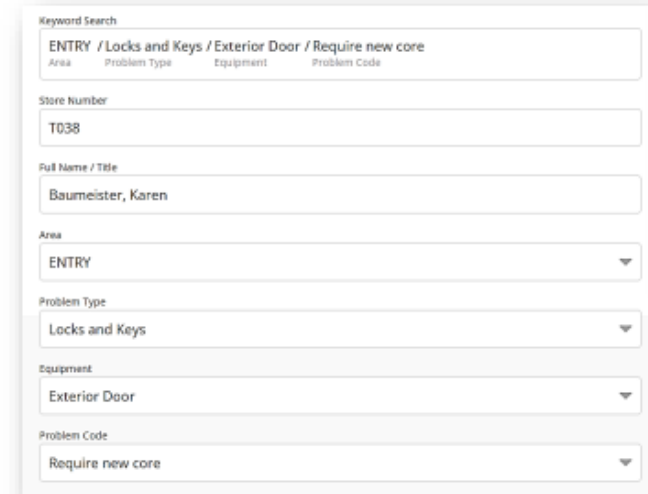
InstaKey Request

To streamline the store re-keying process and improve the safety of our sites, all locations will install InstaKey for exterior/interior door locks.

InstaKey is a comprehensive key control management tool for sites that will improve the physical security of our team members, lessen the time spend in managing locks and keys, and mitigate key control costs.

As part of this initiative, sites will request this service in Maintenance Portal.

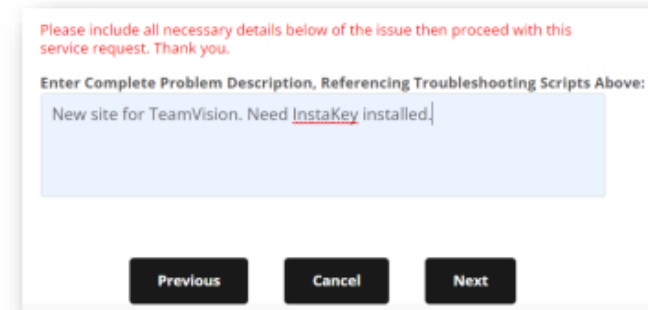
Create a New Workorder following the below path:



The screenshot shows a form titled 'Keyword Search' with the following fields and values:

- Area:** ENTRY / Locks and Keys / Exterior Door / Require new core
- Store Number:** T038
- Full Name / Title:** Baumeister, Karen
- Area:** ENTRY (dropdown menu)
- Problem Type:** Locks and Keys (dropdown menu)
- Equipment:** Exterior Door (dropdown menu)
- Problem Code:** Require new core (dropdown menu)

Provide the below details to complete the request:



The screenshot shows a text area for providing details to complete the request. The text inside the text area is: "New site for TeamVision. Need InstaKey installed." Below the text area are three buttons: "Previous", "Cancel", and "Next".

INTEGRATION AUDIT

CAMS (AP PORTAL)

TEAMVISION CONVERSION AUDIT

Environmental, Health & Safety

Audit Question	Risk	Points	French Translation
Are electrical power cords on all equipment and appliances in good condition, with no exposed wires or damaged and/or missing prongs?	Low	1	Les cordons d'alimentation électrique de tous les équipements et appareils sont-ils en bon état, sans fils dénudés ni broches endommagées et/ou manquantes ?
Is there a 3-foot (36 inch) clearance in front of breaker panels? (Clearance area marked off on the floor and/or a warning label posted on the panel door)	Medium	2	Y a-t-il un espace libre de 3 pieds (36 pouces) devant les panneaux de disjoncteurs ? (Zone de dégagement délimitée au sol et/ou étiquette d'avertissement apposée sur la porte du panneau)
Are electrical cords secured and not located in walkways, or posing trip or entanglement hazards to associates or patients? (Electrical cords and cables at dispensing tables must also be secured)	High	2	Les cordons électriques sont-ils fixés et ne se trouvent-ils pas dans les allées, ou ne présentent-ils pas un risque de trébuchement ou d'enchevêtrement pour les associés ou les patients ? (Les cordons et câbles électriques des tables de distribution doivent également être fixés).
Are child safety caps in place in all patient facing areas including optical, waiting room, and/or OD offices?	Low	1	Des bouchons de sécurité pour enfants sont-ils en place dans toutes les zones en contact avec les patients, y compris les salles d'optique, les salles d'attente et/ou les bureaux des médecins généralistes ?
Are all powered items (lab equipment, microwaves, mini-refrigerators, etc.) plugged directly into an electrical socket or a surge protector? (Extension cords may not be used as a permanent power source)	Low	1	Tous les appareils alimentés (matériel de laboratoire, micro-ondes, mini-réfrigérateurs, etc.) sont-ils branchés directement sur une prise électrique ou sur un parasurtenseur ? (Les rallonges ne doivent pas être utilisées comme source d'alimentation permanente).
Are all exit doors clearly marked and not blocked? (Both the exit signs and emergency lighting must be cleared of obstructions)	High	2	Toutes les portes de sortie sont-elles clairement indiquées et ne sont-elles pas bloquées ? (Les panneaux de sortie et l'éclairage d'urgence doivent être dégagés de tout obstacle)
Do all exit signs work?	Low	1	Tous les panneaux de sortie fonctionnent-ils ?
Are sprinklers unobstructed with a minimum of 24" clearance from the ceiling?	High	2	Les sprinklers sont-ils dégagés, avec une distance minimale de 24 pouces par rapport au plafond ?
Are fire extinguishers present in marked location and not obstructed?	Medium	2	Les extincteurs sont-ils présents à un endroit indiqué et ne sont-ils pas obstrués ?
Are the fire extinguishers in good condition and inspected monthly? (Gauge is in the green, hose in good shape, nozzle appears clean, and monthly tag both on the extinguisher and filled out each month)	Medium	2	Les extincteurs sont-ils en bon état et inspectés tous les mois ? (La jauge est dans le vert, le tuyau est en bon état, la buse semble propre et l'étiquette mensuelle est apposée sur l'extincteur et remplie chaque mois).

 TeamVision

Site Leader to complete Conversion EHS Audit Due within 30 days.

Site leaders will install new EHS supplies (order additional as needed), address any safety concerns immediately, and provide insights and recommendations to TeamVision.

QUESTIONS

