

## Section 1

Creating an appointment in the Scheduler:

- Creating Patient Record
- Rescheduling an appointment
- Confirming appointments (Marking as Arrived)

## Section 2

Digital Intake Form:

- Sending to Pt in office
- Resending to a Pt

## Section 3

Adding Insurance in Eclips:

- Linking Insurance to Visit

## Section 4

- Performing Pretests:

## Section 5

Performing an Exam in Eclips:

- Coding and workflow
- Complete exam ( 3 ways)

## Section 6

Invoicing and Checking out in Eclips:

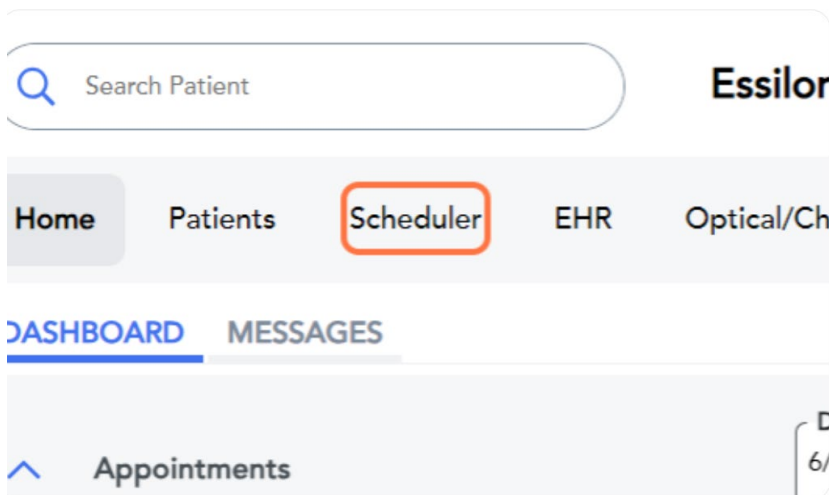
- Medical
- Private pay
- Routine Vision
- NEE

Knowledge checks:

- ✓ Create an Appointment
- ✓ Move/Cancel an appointment
- ✓ Fill out a DIF
- ✓ Add Insurance to a test patient (Medical and Routine Vision)
- ✓ Techs: Work up test Patient
- ✓ Doctors: Work up test patients. Both Routine and medical
- ✓ PCC: Invoice both Private pay and Medical insurance test patient
- ✓ PCC: Schedule pt for NEE also Checkout

## Section 1: Creating an Appointment in Scheduler.

1. Select Scheduler from the top tool bar.



2. Select the appropriate time and date for the appointment.

3. Select (a) for an appointment.

Note: Blue slots are for available appointment. White slots are for walk in, emergency or work in appointments.

Note: (e) is reserved for blocking events such as lunch.

<div> <div>TAB Symbols</div> <div>Confirmation/reference number</div> <div>Search</div> </div>			
<div> <div>Today</div> <div>&gt;</div> <div>Calendar</div> <div>Jump Ahead:</div> <div>weeks</div> <div>Go</div> </div>			
Moore	A. Smith	A. Smith	Next El
(e)	(a) (e)	(a) (e)	0
(e)	(a) (e)	(a) (e)	0
(e)	(a) (e)	(a) (e)	0
(e)	(a) (e)	Courtney Conner CL CK 7	0
(e)	(a) (e)	(a) (e)	0
(e)	Judy Early EP E 📞	(a) (e)	0
(e)	Lou B Gibson EP E 📞	(a) (e)	0
(e)	(a) (e)	(a) (e)	0
(e)	Janice M Edge OCT	(a) (e)	0
	(a) (e)	(a) (e)	0

4. Enter all patient demographics into the appropriate sections. These will be noted by a red \*

Note: It is best practice to get as much information from the patient as possible.

Triangle Visions Optometry Gastonia  
10/23 09:20 AM

**Family Account Setup** ⓘ  
To schedule for an existing patient, link to Family Accounts.

Would you like to setup a Family Account for new patients? ☐ Yes

You will have the option to share communication and insurance information in Family

\* = Required fields

\* Test  **Search**

\* Doinga

\*  (MM/DD/YYYY)

5. If the patient is already within your Eclips database, simply select from the list provided.

6. Click Add patient.

Test Ramsbhag, David	12/14/1990	(203)610-1616	2555 court dr . gastonia, NC 28203 meggriff13@gmail.com 1398 Kildaire Farm Rd Cary, NC 275
Test Williams, Deana	08/27/1995	(919)222-3333	141 Kildaire Farm Rd Cary, NC 275
Test, Dale	11/01/1961		na@gmail.com
Test, Danielle	07/26/1994	(919)999-9999	sanfordtech@trianglevisions.com 123 Sesame Street Sanford, NC 278
Test, Davis	05/26/1978	(999)999-9999	test@test.com 123 Anywhere Lane Raleigh, NC 276
Test, Devin	04/16/1981	(919)999-0909	205 Tower View Ln Sanford, NC 278
Test, DoinaTest	01/01/2022	(555)555-3922	
Test, Doinatest	01/01/1990	(555)555-5555	
Test, Doingatest	01/01/1990	(804)457-1113	
Test, Donna	01/01/1978	(239)896-7862	
Test, Downs	05/13/1988	(864)520-2480	

6. Patient will now appear on the schedule in the appropriate slot.

	A. Smith	Next E
	(a) (e)	0
	(a) (e)	0
	(a) (e)	0
	Courtney Conner CL CK 7	0
	Doinga Test F	0
y EP E 📞	(a) (e)	0
son EP E 📞	(a) (e)	0
	(a) (e)	0
Edge OCT	(a) (e)	0
	(a) (e)	0

## Rescheduling an appointment in Eclips.

1. Select the appointment to reschedule.

	A. Smith	Next E
	(a) (e)	0
	(a) (e)	0
	(a) (e)	0
	Courtney Conner CL CK 7	0
	Doinga Test F	0
y EP E ☎	(a) (e)	0
pson EP E 📷	(a) (e)	0
	(a) (e)	0
Edge OCT	(a) (e)	0
	(a) (e)	0

2. Scroll to the bottom of the screen and select cut from the bottom tool bar.

patient "Is it OK if we call you with a live or pre-recorded appointment  
mail notifications, for example eye exam reminder Postcards.  
ications. !

< Back Cancel Cut Arrived Finished

3. Select a new slot (P) and paste the new appointment.

(p)	(p)	0
(p)	(p)	0
(p)	(p)	0
(p)	Courtney Conner CL CK 7	0
(p)	(p)	0
Judy Early EP E ☎	(p)	0
Lou B Gibson EP E 📷	(p)	0
(p)	(p)	0
Janice M Edge OCT	(p)	0
(p)	(p)	0
(p)	(p)	0
Morris R Hall EP E ☎	(p)	0
(p)	(p-ck)	0

4. Appointment has now been rescheduled.

## Canceling an appointment in ECLIPS

1. Select the appointment to cancel.

	A. Smith	Next E
	(a) (e)	0
	(a) (e)	0
	(a) (e)	0
	Courtney Conner CL CK 7	0
	Doinga Test F	0
y EP E 📞	(a) (e)	0
pson EP E 📄	(a) (e)	0
	(a) (e)	0
Edge OCT	(a) (e)	0
	(a) (e)	0

2. Scroll to the bottom and select Cancel from the black tool bar form the bottom.

patient "Is it OK if we call you with a live or pre-recorded appointment notifications, for example eye exam reminder Postcards. notifications. !

< Back

Cancel

Cut



Arrived

Finished


3. Appointment has now been cancelled.

## Confirming and Arriving Patients

1. Select the patient to confirm.

	A. Smith	Next E
	(a) (e)	0
	(a) (e)	0
	(a) (e)	0
	Courtney Conner CL CK 7	0
	Doinga Test F	0
y EP E 	(a) (e)	0
pson EP E 	(a) (e)	0
	(a) (e)	0
Edge OCT	(a) (e)	0
	(a) (e)	0

2. Scroll to the bottom and select Arrive from the black tool bar from the bottom.

patient "Is it OK if we call you with a live or pre-recorded appointment notifications, for example eye exam reminder Postcards. notifications. 

< Back Cancel Cut Arrived Finished

3. Patient now arrived in the system.





## Quick Reference

### Appointment Color Codes

<b>red</b>	Unconfirmed	<b>forest green</b>	Online confirmed by office
<b>burgundy</b>	Confirmed	<b>pink</b>	Next Eye Exam unconfirmed
<b>light green</b>	Online unconfirmed	<b>purple</b>	Checked-In
<b>dark green</b>	Online confirmed	<b>blue</b>	Checked-Out
		<b>yellow</b>	Event

### Finding/Updating Patient Information

- Click "search" button at top of screen.
- Enter last name or phone number and first name or DOB to locate patient and click search button.
- Click on patient's name.
- Update information.

### Checking a Patient In

- Click on patient's appointment.
- Click "check in" button at bottom of screen.
- Appointment should turn purple.

### Checking a Patient Out

- Click on patient's purple, checked-in appointment.
- Click "check out" button at bottom of screen.
- Click "Yes" to create the next Eye Exam for the patient.
- Complete required fields, including exam type. Click "Next."
- Click "OK" to add NEE info to clipboard at top right of screen.
- The calendar navigates to Unconfirmed NEE page 53, weeks ahead.
- Click "(p)" to paste the patient's information into her desired date and time.
- The Next Eye Exam appointment should turn pink.
- Click "Home" to return to schedule and current day's date.
- Checked out appointment should now be blue.

### Moving the NEE to a Scheduled Appointment

- Click "search" button at top. Enter last name or phone number and first name or DOB to narrow search. Click "Search."
- Click "update" next to patient's Next Eye Exam.
- Click "cut" button at bottom of screen and "OK" to add patient's information to clipboard at top right of screen.
- Navigate calendar to appropriate day/time on Scheduled Appointments.
- Click "(p)" to paste appointment onto page.

### Rescheduling a Patient

- Click on patient's name.
- Click "cut" button at bottom of screen and "OK" to add patient's information to clipboard at top right of screen.
- Navigate calendar to appropriate day/time on Scheduled Appointments.
- Click "(p)" to paste appointment onto page.

### TAB Symbols

	Insurance billing approved
	Insurance billing pending
	Insurance billing declined
	Payment option unknown
	Cash or other payment
	Phone call placed by office
	Auto-phone call placed
	Appointment booked by EyeMed field rep
	Appointment booked by call center
	Recurring event
	Help or additional information

### Accessing Reports

- Click "reports" button at top of screen.
- TAB defaults to the Schedule Report. Other reports can be accessed by clicking on the drop-down arrow to the right of the "print" button.
- Set appropriate parameters, such as beginning and ending time, Optometrist, etc.
- Click "refresh" button at top.
- Click "print" to print.

### Exam symbols 7

- (a) Schedule an exam appointment
- (e) Schedule a check/follow-up appointment
- (ck) Schedule an Event
- (p) Paste an appointment from clipboard
- (nc) Schedule a new contacts appointment

## Section 2 Digital Intake Form (DIF)

1. The Digital intake form will get automatically sent to patients 1 week and the again 72 hours prior to the patient scheduled appointment time.

We can't wait to see you, Doingatest!

Completing your exam forms online saves you time and helps your doctor ensure they've got all the information needed for your exam. Ready to get started? Click the link below. For questions or for help completing your exam forms, please contact our office.

Please read and e-sign the documents below

- Acknowledgment Of Receipt Of Privacy Practices [Read and sign](#)
- Authorization To Share Health Information [Read and sign](#)

[Complete my exam forms](#)

2. To resend DIF to a patient simply select the preferred communication method (email or text )and click Send Reminder.

Search Patient

EssilorLuxottica Optometrist

Yavonda Outman  
T114 - DiNapoli Opticians Latham

Home Patients **Scheduler** EHR Optical/Checkout Claims Reports Recall Admin

Confirmation/Reference # 156205815

Status: Cancel

\* = Required fields

Appointment Type: Office Visit

Duration: 1

Scheduling Method:

Confirmed: ☒ 24 hour confirmation call complete

Message Left: ☐ Left voice message for Patient

**Patient Forms:**

- Intake Forms**  
Incomplete
  - [\[Complete Form\]](#)
  - [\[Send Email Reminder\]](#)
  - [\[Send Text Reminder\]](#)
- HIPAA Forms**  
Incomplete
- PIRE Form**  
Incomplete

Does Patient Require Language Assistance? No

Language: If Other, fill in the language:

Birth Date: 01/01/2001 (MM/DD/YYYY)

Guardian Last: First:

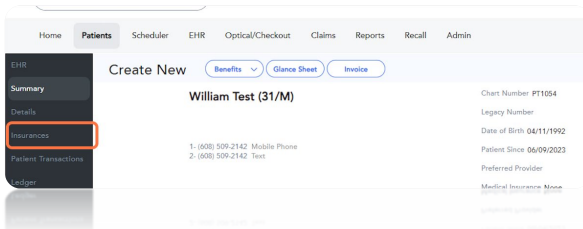
Guardian name is displayed when sending appointment reminders for minors

3. Note: You have the option to complete the form for the patient by selecting Complete Form.

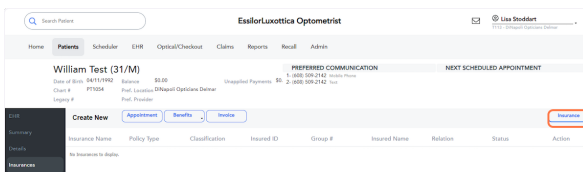


## Section 3 Adding insurance to a visit.

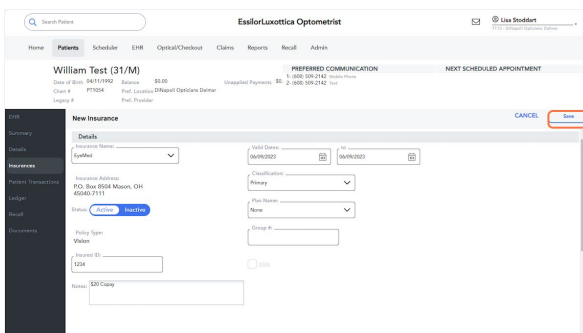
1. Access The Patient Either From The HOME Or PATIENT Tab
2. Once The Patient Is Pulled Up, Select Insurance On Left Side To Enter The Insurance Section



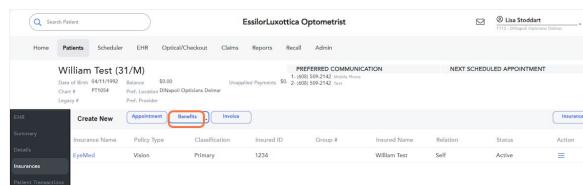
3. Then Click Insurance On The Top Right To Add A Plan



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



8. Repeat A Second Time If You Have A Second Plan To Enter (Medial + Routine)
9. Once Saved, Select Benefits To Tell Eclips What The Benefits Are



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

The screenshot shows the patient record for William Test (31/M). The 'Benefits' tab is selected in the pulldown bar. The 'Create New' button is highlighted, and the 'Enter New Benefit' button is also highlighted. The 'Insurance' section shows a table with columns: Insurance Name, Policy Type, Classification, Insured ID, Group #, Insured Name, Relation, Status, and Action. The table contains one row: EyeMed (Vision-Primary), Vision, Primary, 1234, William Test, Self, Active, and a link icon.

11. Then Select New Benefit Request

The screenshot shows the 'New Benefit Request' form for William Test (31/M). The form includes fields for Patient Information (Name, Date of Birth, Chart #, Legacy #, Ref. Location, Ref. Provider), Preferred Communication (1: (808) 509-2142, 2: (808) 509-2142), and Next Scheduled Appointment. There are buttons for 'Active' and 'Insurance'. Below these is a table with columns: Benefit, Status, Date Received, Expiration Date, Linked Appointments, Location, and Action. The table is currently empty with the text 'No Record To Display'.

12. Select The Enter Benefits Button To Edit Patient Insurance Benefits

The screenshot shows the 'Enter Benefits' button in the patient record. The button is highlighted with a red box. The 'Insurance' section shows 'EyeMed (Vision-Primary)' and 'None'.

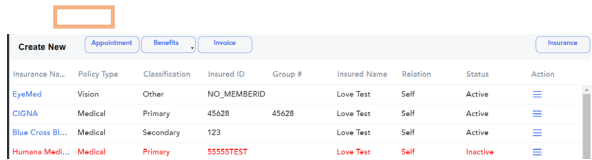
13. Complete Provider And All Benefit Details  
14. Note: Other Than Medicare Materials, All Other Materials Are Billed In Ciao So You Can Leave Material Copays Out, Your Choice

The screenshot shows the 'Enter Benefits' form. The 'Eligibility' section includes fields for 'Effective/Expiration' and 'Type' (Eye Exam, SP Lens, Frames, CL Exam, CL Material). The 'Eye Exam' section includes fields for 'Eligible' (Yes/No), 'Exam CoPay' (20), and 'Next Eligible Date' (mm/dd/yyyy). The 'Spectacle Lens' section is also visible.

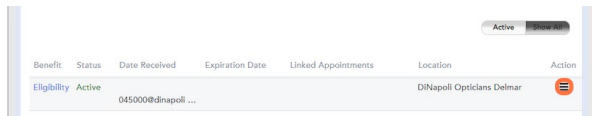
15. Save On The Bottom Right And Close Top Of Open Screen

The screenshot shows the 'Save' and 'Close' buttons. The 'Save' button is highlighted with a red box. The 'Close' button is also highlighted with a red box. The 'Print' and 'Edit' buttons are also visible.

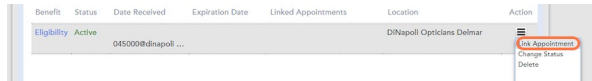
16. From The Landing Page Within The Insurance Section, Select Benefits And The Plan The Patient Is Using From The Dropdown List



17. Then Select The Hamburger To Link The Appointment

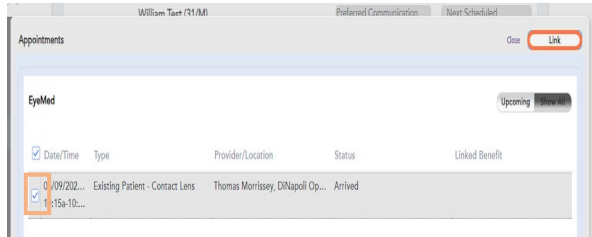


18. Select Link Appointment

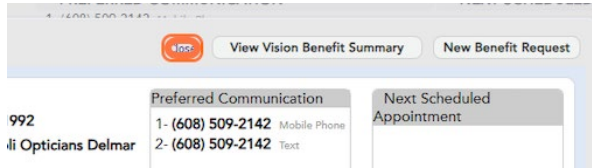


19. Select The Appointment You Want To Link With The Box On The Left Of The Appointment

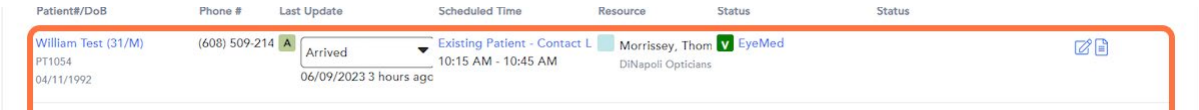
20. Select Link Appointment



21. Close The Pop-Up Window



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



## Section 4 Pretesting

1. Go EHR and select the patient.

06/21/2023

Time	Full Name	Status
02:00 PM	Cheryl Morris	ARRIVED
03:00 PM	Bradley Pearson	ARRIVED
03:45 PM	Doingatest Testing	ARRIVED
04:00 PM	Samy Maya	CONFIRMED
01:00 PM	Matthias Mueller	WAITING ROOM
Jun 21	Amy Cornell	INTERRUPTED

2. Confirm that you have the correct patient.
3. Click Check in.

Search Patient

EssilorLuxottica

Yavonda Outman  
T112 - DINapoli Opticians Clifton Park

Home

Patients

Scheduler

EHR

Optical/Checkout

Claims

Reports

Recall

Admin

Exam Flow

BACK

Patient Profile

PMI

History

Patient details

Test Patient

Demographic Information

First and Last Name Doingatest Testing

Date of birth Monday, January 1, 2001

Close

Check in

4. Click Confirm on the bottom right of the page.

This screenshot shows the ECLIPS interface for EssilorLuxottica. At the top, there is a search bar labeled 'Search Patient' and a user profile for Yavonda Outman. Below this is a navigation menu with options: Home, Patients, Scheduler, EHR (selected), Optical/Checkout, Claims, Reports, Recall, and Admin. A section titled 'Privacy Policy Documents' shows a date of 'JUNE 21, 2023, 03:45 PM'. A message states: 'THERE ARE NOT DOCUMENTS TO BE SIGNED. YOU CAN PROCEED WITH THE VISIT.' At the bottom right, there is a red-bordered button labeled 'Confirm' with a checkmark icon.

5. Click on Add New Category

This screenshot shows the ECLIPS interface for EssilorLuxottica, specifically the 'Exam Flow | Doingatest Testing' section. The 'NP EEX' dropdown is visible. A sidebar on the left lists 'Patient Profile' with options: PMI, Pre Test, Refraction, Attachment, and documents. The main content area has tabs for 'Chief Complaint' and 'Digital Intake Form'. Under 'Chief Complaint', there is a 'Preferred Language' dropdown set to 'English'. Below that, the 'Chief Complaint' section has a red-bordered button labeled '+ Add new category'. At the bottom, there is a 'Contact Lens History' section with a 'Contact Lens Patient' button and a 'View details' link.

6. Click Add New Category and Select a Chief complaint category.

\*Note: Please select the most appropriate reason for the patient visit. To begin type at least three letters to auto-populate the field. This is not a free type field. You must select one of the preselected categories. A complete list is found at the end of this guide.

7. Select the appropriate category form the drop-down menu.

The screenshot shows the ECLIPS EHR interface. At the top, there's a search bar and the user's name 'Yavonda Outman'. Below the navigation bar, the 'Exam Flow' screen is displayed for 'Doingatest Testing'. The 'Category' dropdown menu is open, showing options like 'Annual exam', which is highlighted with an orange box. The 'Description' field is empty. The 'Done' button is visible at the bottom right.

8. Input details of chief complaint and appropriate patient history.

The screenshot shows the ECLIPS EHR interface. At the top, there's a search bar and the user's name 'Missy Blowers'. Below the navigation bar, the 'Exam Flow' screen is displayed for 'Test Test, 20 Yo'. The 'Description' field is filled with 'testing' and highlighted with an orange box. The 'Done' button is visible at the bottom right.

## 9. Click Done

Search Patient

EssilorLuxottica

Missy Blowers  
T113 - DiNapoli Opticians Delmar

Home Patients Scheduler **EHR** Optical/Checkout Claims Reports Recall Admin

Exam Flow | Test Test, 20 Yo EP CL ▾

< BACK

Back to Chief Complaint

Patient Profile

PMI

Pre Test

Refraction

Attachment

Documents

Description

testing

Done ✓

## 10. Click on Pre -Test from the toolbar on the left

Search Patient

EssilorLuxottica

Missy Blowers  
T113 - DiNapoli Opticians Delmar

Home Patients Scheduler **EHR** Optical/Checkout Claims Reports Recall Admin

Exam Flow | Test Test, 20 Yo EP CL ▾

< BACK

Chief Complaint Digital Intake Form

Patient Profile

PMI

**Pre Test**

Refraction

Attachment

Documents

Contact Lens History

Contact Lens Patient View details

## 11. Select the Room the patient where patient will be located.

Search Patient

EssilorLuxottica

Yavonda Outman  
T112 - DiNapoli Opticians Clifton Park

Home Patients Scheduler **EHR** Optical/Checkout Claims Reports Recall Admin

Exam Flow | Doingatest Testing NP EEX ▾

< BACK

Patient Profile

PMI

**Pre Test**

Refraction

Attachment

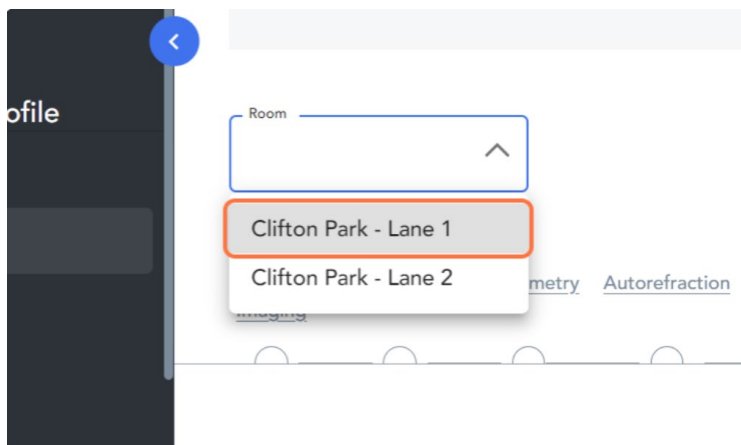
Documents

Room ▾

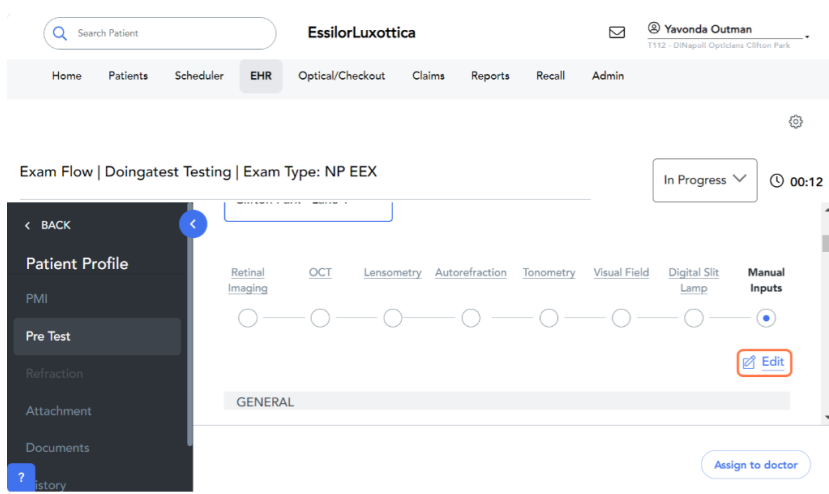
Retinal Imaging OCT Lensometry Autorefraction Tonometry Visual Field Digital Slit Lamp Manual Inputs

Assign to doctor

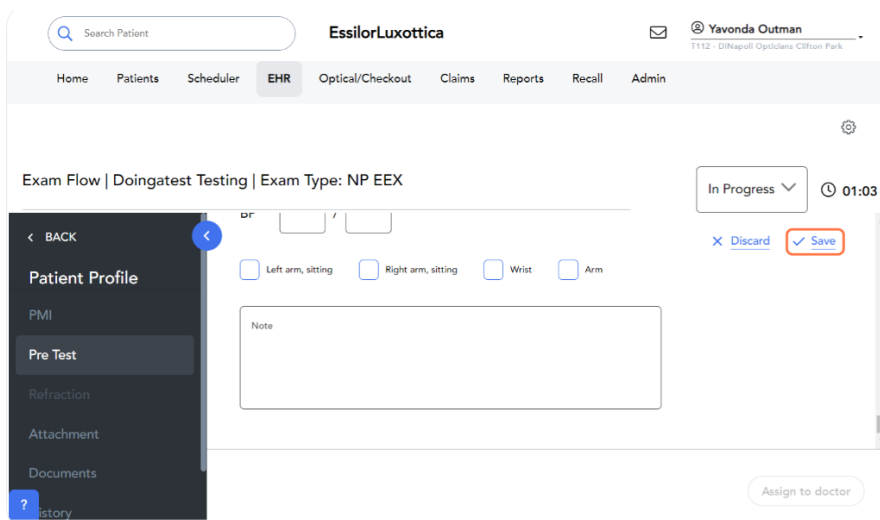




12. Click Edit to manually input patient data for any of the pretest fields.



13. Once all fields are complete. Select Save.



14. Click on Assign to Doctor. This step **must** be completed. To progress the exam.

The screenshot shows the ECLIPS interface for patient 'EssilorLuxottica'. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR', 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'EHR' tab is selected. The main content area displays 'Exam Flow | Doingatest Testing | Exam Type: NP EEX'. On the left, a sidebar menu shows 'Patient Profile', 'PMI', 'Pre Test', 'Refraction', 'Attachment', 'Documents', and 'History'. The 'Pre Test' section is active, showing a 'Note' field and a 'Assign to doctor' button highlighted with a red box. The top right corner shows 'In Progress' and a timer '01:07'.

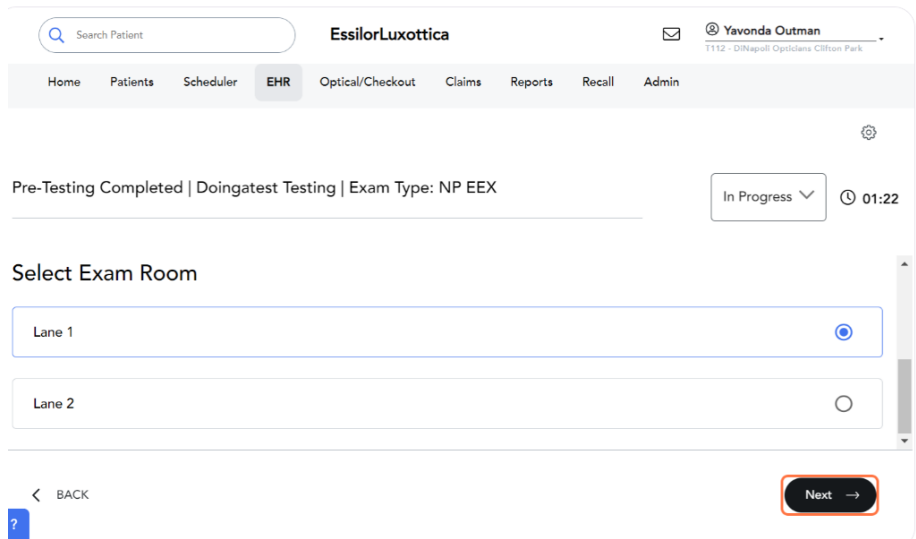
15. **Always** select Connect to an optometrist in office.

The screenshot shows the ECLIPS interface for patient 'EssilorLuxottica'. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR', 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'EHR' tab is selected. The main content area displays 'Pre-Testing Completed | Doingatest Testing | Exam Type: NP EEX'. Below this, there is a section titled 'Select Exam Room' with a radio button selected for 'Connect to an optometrist in office'. The 'Next' button is visible at the bottom right.

16. Scroll down and Select the appropriate exam room.

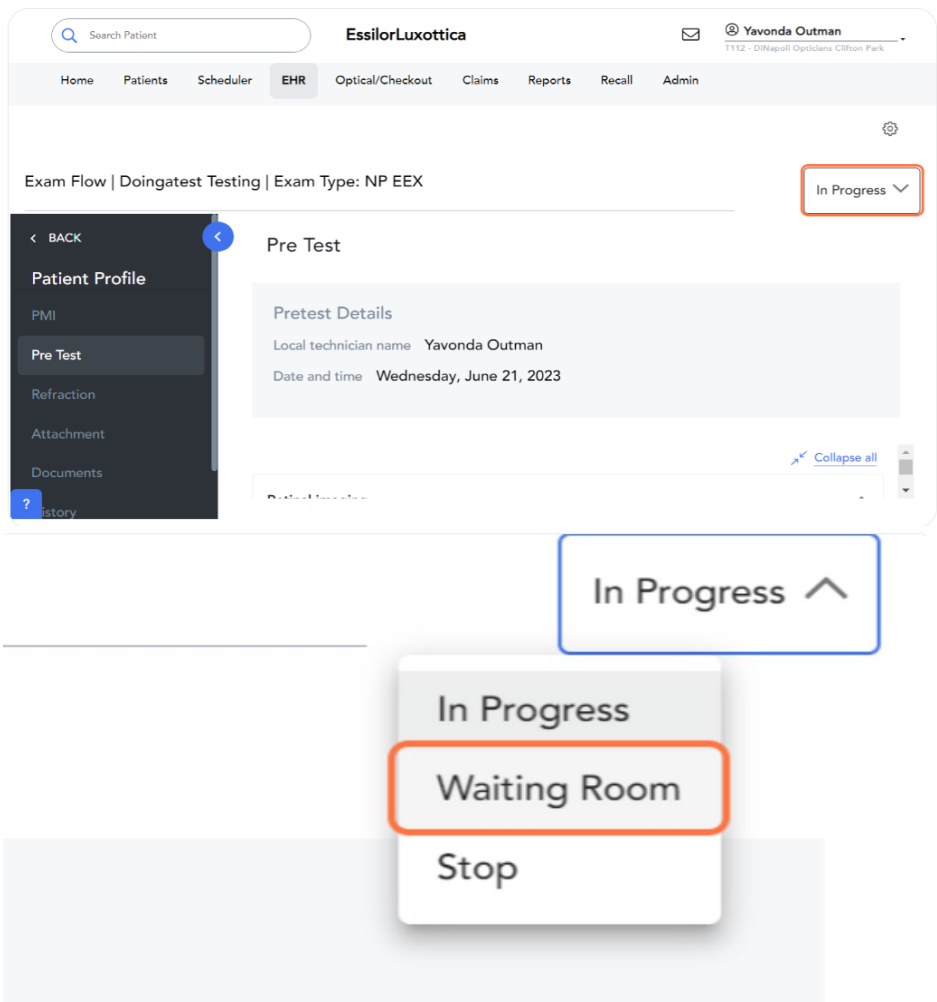
The screenshot shows the ECLIPS interface for patient 'EssilorLuxottica'. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR', 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'EHR' tab is selected. The main content area displays 'Pre-Testing Completed | Doingatest Testing | Exam Type: NP EEX'. Below this, there is a section titled 'Select Exam Room' with two radio buttons: 'Lane 1' (selected) and 'Lane 2'. The 'Next' button is visible at the bottom right.

## 17.Click Next



The screenshot shows the ECLIPS interface for a patient named Yavonda Outman. The top navigation bar includes a search bar, the clinic name 'EssilorLuxottica', and a user profile. Below this is a menu with options: Home, Patients, Scheduler, EHR (selected), Optical/Checkout, Claims, Reports, Recall, and Admin. The main content area displays 'Pre-Testing Completed | Doingatest Testing | Exam Type: NP EEX' with a status dropdown set to 'In Progress' and a timer at 01:22. A 'Select Exam Room' section has two radio buttons for 'Lane 1' (selected) and 'Lane 2'. At the bottom, there is a '< BACK' button and a 'Next >' button highlighted with a red box.

18. Optional: To put the patient back in the waiting room, select the waiting room from the status bar at the top right of the page.



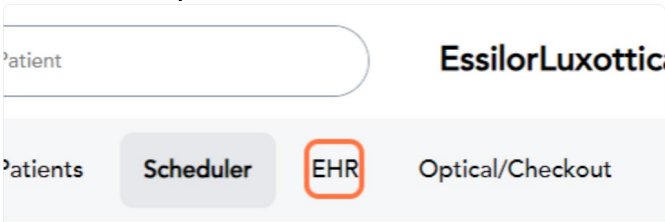
The screenshot shows the ECLIPS interface for the 'Exam Flow' step. The top navigation bar is similar to the previous screenshot. The main content area displays 'Exam Flow | Doingatest Testing | Exam Type: NP EEX' with a status dropdown set to 'In Progress'. A sidebar on the left contains a 'Patient Profile' section with options: PMI, Pre Test (selected), Refraction, Attachment, Documents, and History. The main content area shows 'Pre Test' details: 'Local technician name Yavonda Outman' and 'Date and time Wednesday, June 21, 2023'. A 'Collapse all' button is visible. Below the screenshot, a status bar overlay is shown with three buttons: 'In Progress' (with a dropdown arrow), 'Waiting Room' (highlighted with a red box), and 'Stop'.

## Section 5: Performing a Routine Eye Exam

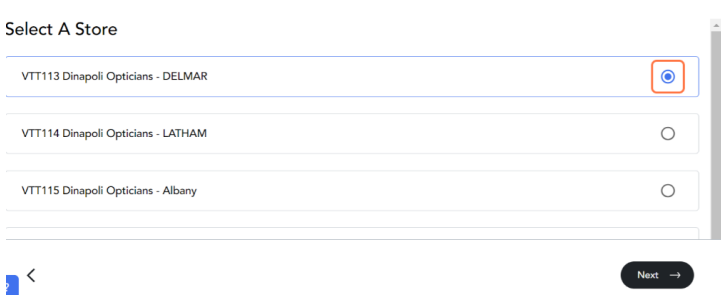
1.  Eclips 

Go to <https://eclips.essilorluxottica.com/Uprise/PMS/>

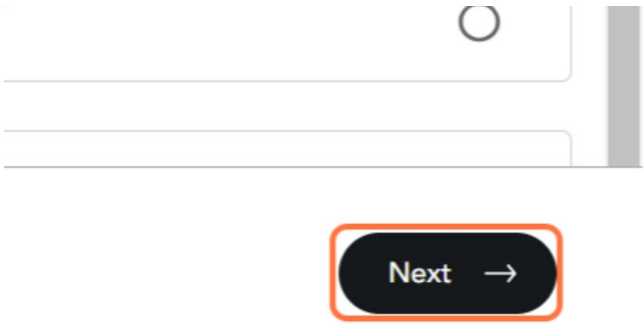
2. Click on EHR to select the patient



3. Select A Store



4. Click on Next on the bottom right of the page



5. Select "there is not iPad or Monitor screen in the room"

6. Select Next

Search Patient

EssilorLuxottica

Missy Blowers  
1113 - DiNapoli Opticians Delmar

Home Patients Scheduler **EHR** Optical/Checkout Claims Reports Recall Admin

Select the Device Configuration for your room

In case there is not any external device dedicated to Patient Consultation in your room, please declare it now. You will use your computer to share contents with the patient, if necessary.

There is an iPad or a Monitor screen where I can share content with the patient in the room. ☐

There is no iPad or Monitor screen in the room. ☒

< ? **Next** →

7. Select the appropriate patient from the EHR screen.

Appt Time	Name And Location	Exam Type	Sta
10:00 AM	Janice Fleischner	WALK_IN	PE
10:00 AM	Test Test	EP CL	AR
10:30 AM	Sharon Sgroi	EP E	CC
11:00 AM	Mercy Dugan-White	EP E	CC

8. Click Confirm

Search Patient

EssilorLuxottica

Missy Blowers  
1113 - DiNapoli Opticians Delmar

Home Patients Scheduler **EHR** Optical/Checkout Claims Reports Recall Admin

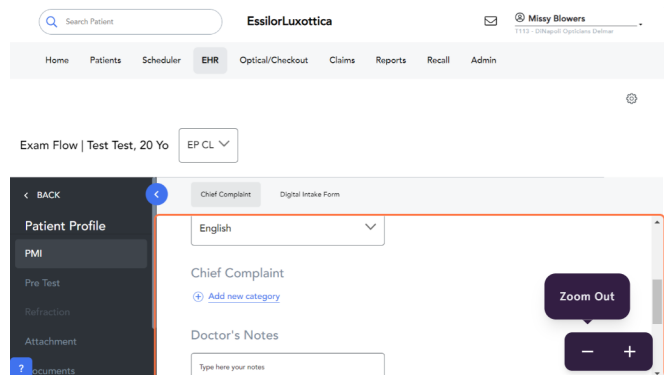
Privacy Policy Documents

JUNE 20, 2023, 10:00 AM

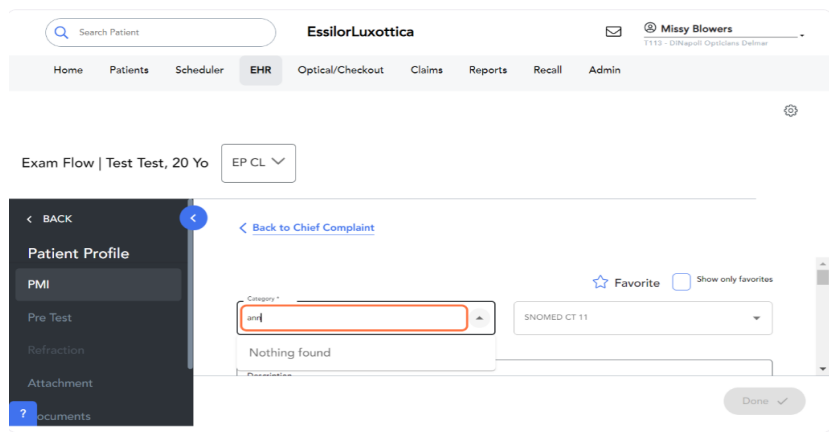
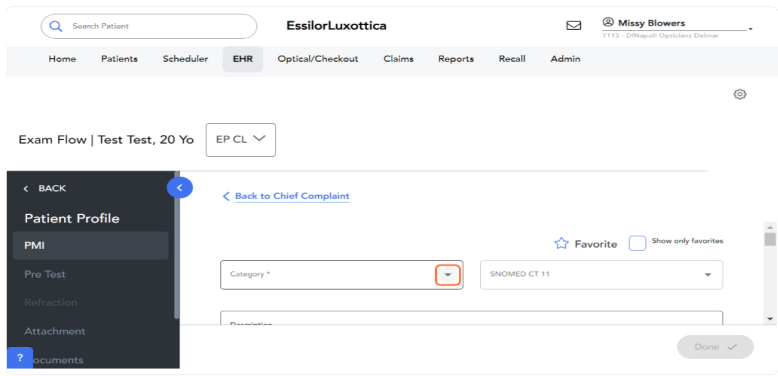
THERE ARE NOT DOCUMENTS TO BE SIGNED. YOU CAN PROCEED WITH THE VISIT.

? **Confirm** ✓

- 8. Select PMI from the Black toolbar to the right:
  - 9. Optional: Review Digital Intake Form with patient
- Note: If tech has performed pretest skip to step #24



- 10. Click Add New Category
  - 11. Select a Chief complaint category.
- \*Note: Please select the most appropriate reason for the patient visit. To begin type at least three letter to auto populate the field. This is not a free type field. You must select one of the preselected categories. A complete listt can be found at the end of this guide.



This screenshot shows the 'Exam Flow' for a 'Test Test, 20 Yo' patient. The left sidebar contains a 'Patient Profile' menu with options: BACK, PMI, Pre Test, Refraction, Attachment, and documents. The main area has a 'Back to Chief Complaint' link and a 'Category' dropdown menu. The 'Annual exam' option is highlighted with an orange box. Other elements include a 'Favorite' button, a 'Show only favorites' checkbox, and a 'Done' button at the bottom right.

## 12. Type details of chief complaint

This screenshot shows the 'Description' field in the 'Chief Complaint' section. The word 'testing' has been entered into the text area, which is outlined with an orange box. The 'Done' button is now visible at the bottom right of the form.

## 13. Click Done

This screenshot shows the final step of the process. The 'Description' field contains the text 'testing'. The 'Done' button at the bottom right is highlighted with an orange box, indicating it should be clicked to complete the entry.



14. Click on Pre -Test from the toolbar on the left

The screenshot shows the ECLIPS interface for patient 'Missy Blowers'. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR' (selected), 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'Exam Flow | Test Test, 20 Yo' section shows 'EP CL' selected. The left sidebar is open, and 'Pre Test' is highlighted with a red box. The main content area shows 'Chief Complaint' and 'Digital Intake Form' sections.

15. Click Assign to Doctor on the lower right

The screenshot shows the ECLIPS interface for patient 'Missy Blowers'. The top navigation bar is the same as in the previous screenshot. The 'Exam Flow | Test Test, 20 Yo' section shows 'EP CL' selected. The left sidebar is open, and 'Pre Test' is highlighted. The main content area shows 'Pretest Details' with 'Local technician name Missy Blowers' and 'Date and time Tuesday, June 20, 2023'. The 'Assign to doctor' button in the bottom right corner is highlighted with a red box.

16. You should now see "Pre-Testing Completed" at the top of the page.

17. Next scroll down to select an Exam Room

The screenshot shows the ECLIPS interface for patient 'Missy Blowers'. The top navigation bar is the same as in the previous screenshots. The 'Exam Flow | Test Test, 20 Yo' section shows 'EP CL' selected. The main content area shows 'Pre-Testing Completed | Test Test, 20 Yo | Exam Type: EP CL'. Below this, the 'Select Exam Room' section shows 'Lane 1' selected, with a red box around the selection button. A red error message 'This is a mandatory field' is visible below the selection button. The bottom navigation bar includes 'BACK' and 'Next' buttons.

18. Click Next

The screenshot shows the ECLIPS interface for patient Missy Blowers. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR', 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'EHR' tab is active. The main content area displays 'Pre-Testing Completed | Test Test, 20 Yo | Exam Type: EP CL'. Below this is a 'Select Exam Room' section with a dropdown menu showing 'Lane 1'. A red box highlights the 'Next' button at the bottom right.

19. Click Assign to Doctor on the lower right

The screenshot shows the ECLIPS interface for patient Missy Blowers. The top navigation bar is the same as in the previous screenshot. The main content area displays 'Exam Flow | Test Test, 20 Yo' with a dropdown menu showing 'EP CL'. Below this is a 'Pre Test' section with 'Pretest Details' including 'Local technician name Missy Blowers' and 'Date and time Tuesday, June 20, 2023'. A sidebar menu on the left lists 'Patient Profile', 'PMI', 'Pre Test', 'Refraction', 'Attachment', and 'Documents'. A red box highlights the 'Assign to doctor' button at the bottom right.

20. You should now see “Pre-Testing Completed” at the top of the page.  
21. Next scroll down to select Exam Room.

The screenshot shows the ECLIPS interface for patient Missy Blowers. The top navigation bar is the same as in the previous screenshots. The main content area displays 'Pre-Testing Completed | Test Test, 20 Yo | Exam Type: EP CL'. Below this is a 'Select Exam Room' section with a dropdown menu showing 'Lane 1'. A red box highlights the 'Next' button at the bottom right.

## 22. Click Next

The screenshot shows the Eclips software interface for a patient named Missy Blowers. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR', 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'EHR' tab is selected. Below the navigation bar, the text 'Pre-Testing Completed | Test Test, 20 Yo | Exam Type: EP CL' is displayed. The main section is titled 'Select Exam Room' and contains a dropdown menu with 'Lane 1' selected. A red error message 'This is a mandatory field' is visible below the dropdown. At the bottom, there is a 'BACK' button and a 'Next' button, which is highlighted with a red rectangle.

23. Perform only the sections of the pre-test that are necessary to your clinic. Note that it is not mandatory to fill them all in.
24. Select Refraction

The screenshot shows the Eclips software interface for a patient named Missy Blowers. The top navigation bar includes 'Home', 'Patients', 'Scheduler', 'EHR', 'Optical/Checkout', 'Claims', 'Reports', 'Recall', and 'Admin'. The 'EHR' tab is selected. Below the navigation bar, the text 'Today's Exam' is displayed. The main section is titled 'Review Results | Test Test, 20 Yo' and contains a dropdown menu with 'EP CL' selected. The 'In Progress' status is shown with a timer of 00:04. The 'Exam Date' section shows 'Tuesday, June 20, 2023' and 'Monday, June 12, 2023'. The 'Refraction' section is highlighted with a red rectangle. The 'Exam Flow' sidebar on the left shows 'Summary', 'PMI', 'Pre-Test', and 'Refraction' (highlighted with a red rectangle). The 'Refraction' button is highlighted with a red rectangle. At the bottom, there is a 'End exam without rx' button.

25. Click Edit.

Search Patient

EssilorLuxottica

Missy Blowers

T113 - DiNapoli Opticians Delmar

Home

Patients

Scheduler

EHR

Optical/Checkout

Claims

Reports

Recall

Admin

Today's Exam

Review Results | Test Test, 20 Yo

EP CL

In Progress

00:12

BACK

Exam Flow

LT: Missy Blowers

Summary

PMI

Pre-Test

Refraction

?

LXI

CLASSIC EXAM

Room

DELMAR - Lane 1

Room selection & Stepper

0.25D 0.01D

Edit

End exam without rx

26. Enter in refractive data in the appropriate section.

Search Patient

EssilorLuxottica

Missy Blowers

T113 - DiNapoli Opticians Delmar

Home

Patients

Scheduler

EHR

Optical/Checkout

Claims

Reports

Recall

Admin

Today's Exam

Review Results | Test Test, 20 Yo

EP CL

In Progress

00:58

BACK

Exam Flow

LT: Missy Blowers

Summary

PMI

Pre-Test

Refraction

?

LXI

CLASSIC EXAM

Room

DELMAR - Lane 1

Room selection & Stepper

OD

-1.00

Discard

Save

BU

BD

End exam without rx

## 27. Click Save

The screenshot shows the EssilorLuxottica EHR interface. The top navigation bar includes Home, Patients, Scheduler, EHR, Optical/Checkout, Claims, Reports, Recall, and Admin. The EHR tab is active. Below the navigation bar, there's a search bar and a patient selection dropdown. The main content area displays a 'CLASSIC EXAM' form. On the left, a sidebar menu shows 'Exam Flow' with options like Summary, PMI, Pre-Test, and Refraction. The 'Refraction' section is highlighted. In the main form, the 'Save' button is highlighted with a red box. Other buttons like 'Discard', 'End exam without rx', and 'End exam' are also visible.

## 28. Click Contact Lenses and fill out appropriate information if needed.

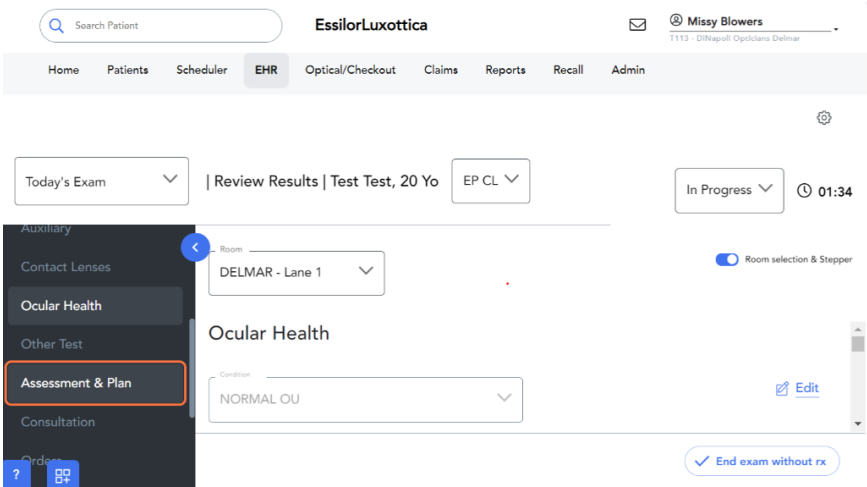
## 29. Click on Ocular Health

The screenshot shows the EssilorLuxottica EHR interface. The top navigation bar includes Home, Patients, Scheduler, EHR, Optical/Checkout, Claims, Reports, Recall, and Admin. The EHR tab is active. Below the navigation bar, there's a search bar and a patient selection dropdown. The main content area displays a 'CLASSIC EXAM' form. On the left, a sidebar menu shows 'Exam Flow' with options like Summary, PMI, Pre-Test, Refraction, Auxiliary, Contact Lenses, Ocular Health, and Other Test. The 'Ocular Health' section is highlighted with a red box. In the main form, the 'Edit' button is highlighted with a blue box. Other buttons like 'Discard', 'End exam without rx', and 'End exam' are also visible.

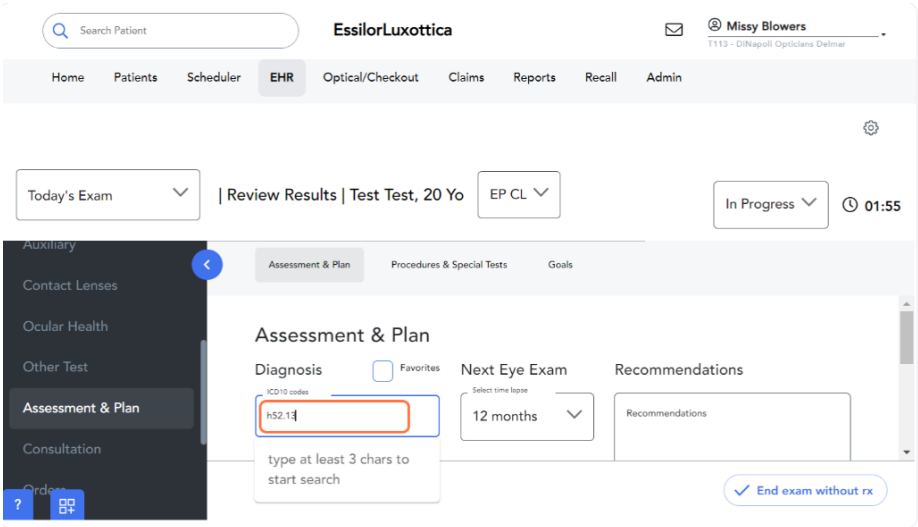
30. Tip: You can click on Condition and Populate "Normal OU" this will automatically set all values to Normal. If an abnormality presents change only that value.

The screenshot shows the EssilorLuxottica EHR interface. The top navigation bar includes Home, Patients, Scheduler, EHR, Optical/Checkout, Claims, Reports, Recall, and Admin. The EHR tab is active. Below the navigation bar, there's a search bar and a patient selection dropdown. The main content area displays a 'CLASSIC EXAM' form. On the left, a sidebar menu shows 'Exam Flow' with options like Summary, PMI, Pre-Test, Refraction, Auxiliary, Contact Lenses, Ocular Health, and Other Test. The 'Ocular Health' section is highlighted. A dropdown menu is open, showing options like 'NORMAL OU', 'NORMAL OD', 'NORMAL OS', 'CLEAR ALL', 'DM, NO DR, NORMAL OU', and 'NORMAL A/S'. The 'NORMAL OU' option is highlighted with a red box. In the main form, the 'Edit' button is highlighted with a blue box. Other buttons like 'Discard', 'End exam without rx', and 'End exam' are also visible.

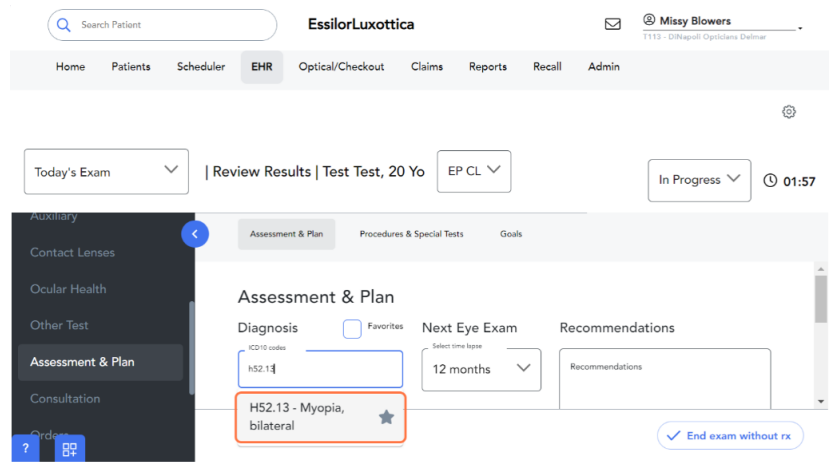
- 31. Click Save.
- 32. Click Assessment & Plan from the black toolbar on the left.



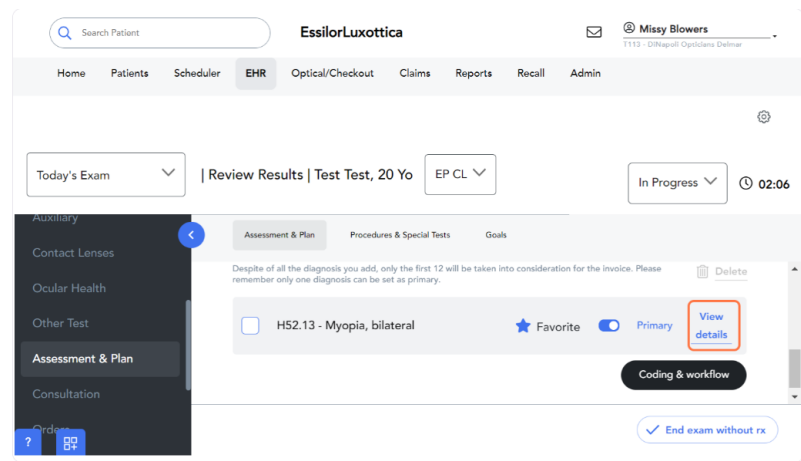
- 33. Input at least three character of the Diagnosis Code(s) to start the search. Common Codes can be found at the end of this guide.
- Note: You cannot free type in this section.



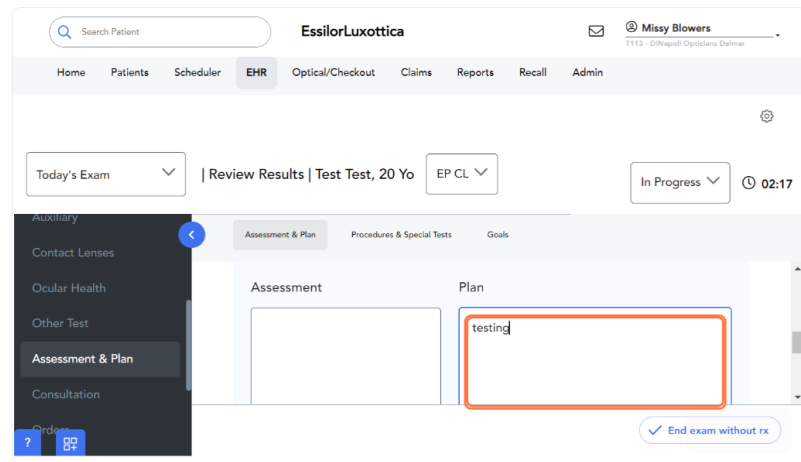
34.. Select the appropriate diagnosis codes.



35. Click View Details on each diagnosis

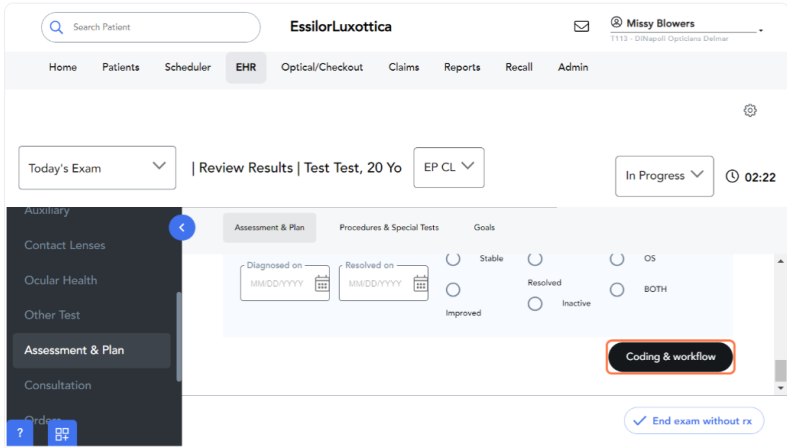


36.Type out the assessment and plan for each diagnosis





37. Select Coding and Workflow.



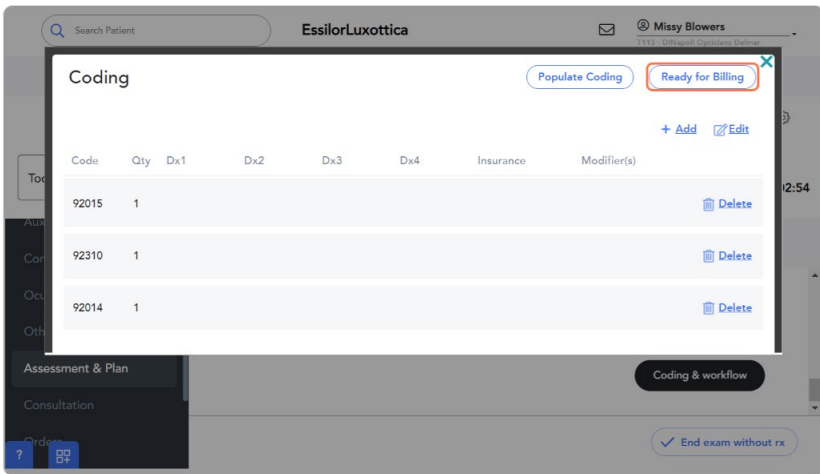
38. Click Populate Coding.

39. Review codes.

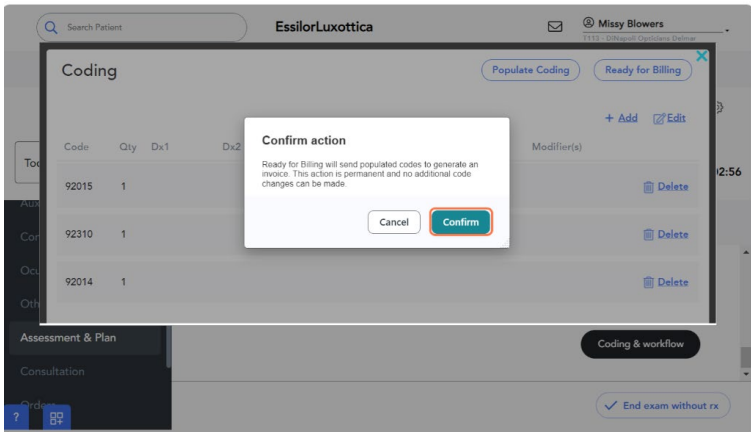
\*To add or edit a code use the appropriate buttons on the right.

\*Please note that Eclips does not evaluate risk level and accuracy.

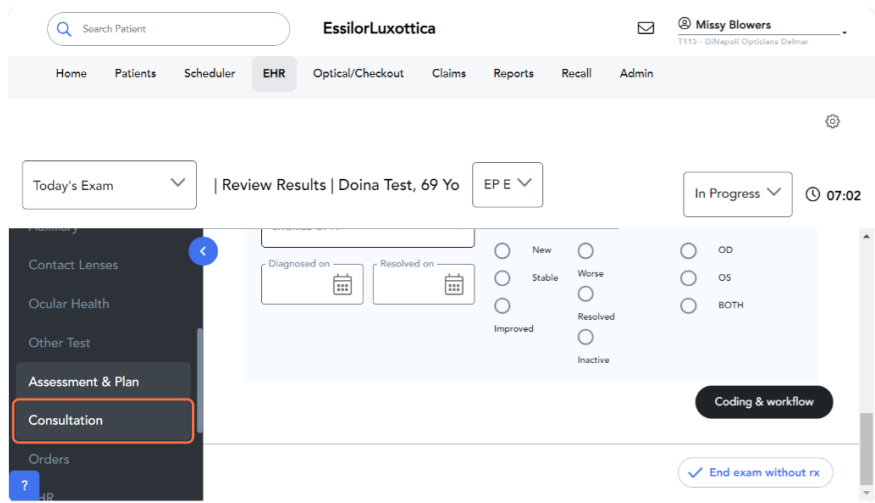
40. Once review is complete. Click Ready for Billing.



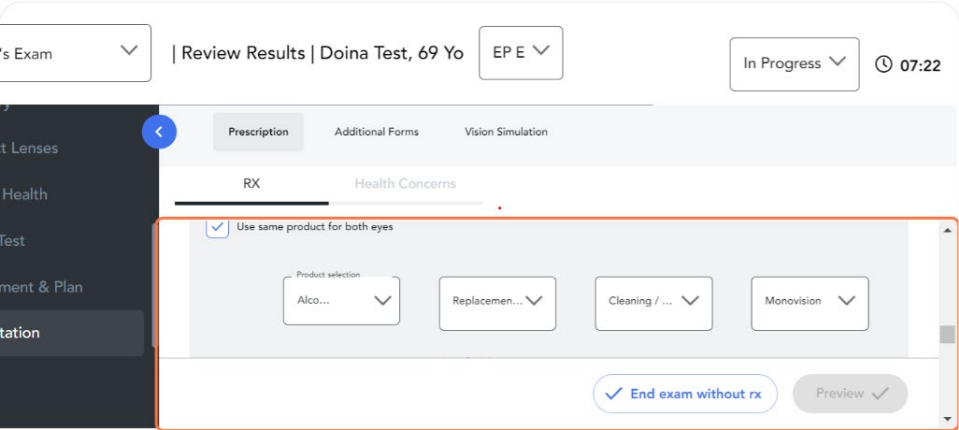
41. Confirm Action: Please note that you have confirmed this action it cannot be undone.



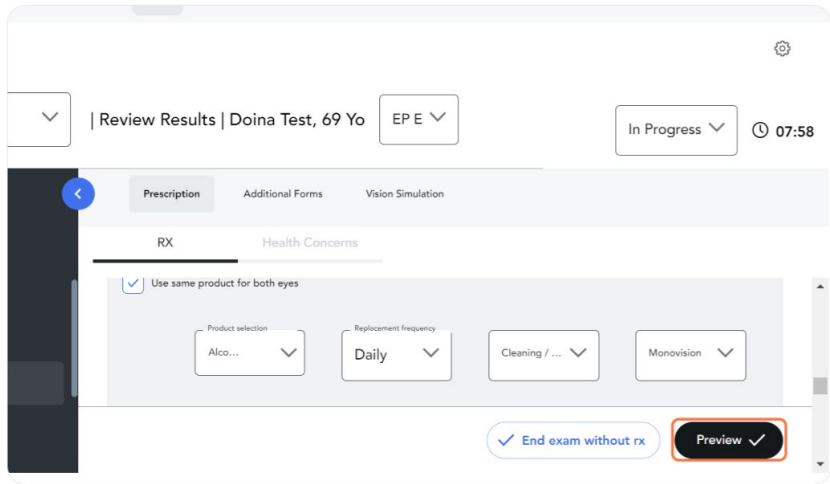
- 42. Click the “X” to close the pop-up box.
- 43. Select Consultation from the Black tool bar on the left.



- 44. Input the appropriate prescription information for contacts lens and/or Glasses.



- 45. Click Preview



## 46 Select Sign and Send.

The screenshot shows the EssilorLuxottica EHR interface. At the top, there's a search bar and the patient name 'Missy Blowers'. Below the navigation bar, the 'EHR' tab is selected. The main area displays 'Today's Exam' with a dropdown menu, 'Review Results | Doina Test, 69 Yo', and 'EP E' with a dropdown. On the right, there's an 'In Progress' status and a clock showing '08:02'. A sidebar on the left lists various options like 'Contact Lenses', 'Ocular Health', and 'Consultation'. The main content area shows a 'Prescription' section with a checkbox 'Use same product for both eyes' and several dropdown menus for product selection, replacement frequency, cleaning, and monovision. At the bottom right, there are two buttons: 'End exam without rx' and 'Sign and send', with the latter being highlighted by a red box.

## 47. Select Generate Chart.

This screenshot shows the same EHR interface as before, but with a confirmation dialog box open in the center. The dialog box contains the following text: 'You are ending the exam. You will be unable to reconnect to this patient. It is possible to close the chart now, flagging the checkbox, or it will be closed by the system within 48 hours.' followed by 'You will continue to have access to the chart and make edits within 3 years. After this time, you can only add addendum.' Below the text is a checkbox labeled 'GENERATE CHART' which is checked. At the bottom of the dialog are 'CANCEL' and 'CONFIRM' buttons. The background interface is dimmed.

## 48. Select confirm.

This screenshot is similar to the previous one, showing the confirmation dialog box. In this step, the 'CONFIRM' button at the bottom of the dialog box is highlighted with a red box, indicating the final action to be taken.

## 49. Click on Close

The screenshot shows the TeamVision EHR interface for a patient named Missy Blowers. The top navigation bar includes links for Home, Patients, Scheduler, EHR, Optical/Checkout, Claims, Reports, Recall, and Admin. The EHR section is active, showing a 'Today's Exam' dropdown, a 'Review Results | Doina Test, 69 Yo' button, and an 'EPE' dropdown. A 'CLOSE CHART' button is visible. A sidebar menu on the left lists various options: Contact Lenses, Ocular Health, Other Test, Assessment & Plan, Consultation, Orders, and a help icon. The main content area shows a 'Prescription' tab with a 'Use same product for both eyes' checkbox. Below this are four dropdown menus: 'Product selection' (Alco...), 'Replacement frequency' (Daily), 'Cleaning / ...', and 'Monovision'. At the bottom right, there are 'Update' and 'Close' buttons. The 'Close' button is highlighted with a red rectangle.

50. Print Rx by going to documents

51. Select the appropriate prescriptions and open the document

52. Select Print

### **\*Important note:**

**The following three steps MUST be completed before the patient is brought out to optical or check out.**

- ✓ **All diagnosis codes are entered into the system**
- ✓ **All billing codes are entered and checked as "Ready for Billing" Rx has been Signed and Sent**
- ✓ **Chart Closed or Generate Chart**

## Section 6 Invoicing and Checking out in Eclips

1. Access The Patient Either From The PATIENT By Selecting INVOICE Or OPTICAL CHECKOUT TAB By Selecting The Patient And Then ADD INVOICE
2. Upon Completion Of The Exe Exam, Your Doctor Will Send Over Procedural And Diagnosis Codes.
3. If They Do Not Come Over, Or You Need Add Additional Services, You can Manually Enter By Using The Pull-down Bars And The Professional Services Button On The Bottom Left Side Of The Pop-up Window
4. If you need to delete a service, select the hamburger on the right side

Love Test (37/F)  
1802963  
Location: T047 - Triangle Visions - Gastonia  
Date of Service: 06/11/2023

ICD Codes - Click letter button to toggle on/off for all line items. Select the drop down to add additional ICD codes.

Item ID	City	ICD Code(s) Modifier(s)	Procedure/Product Code Provider	Insurance Staff Member	Usual/Cust Fee	Allowable	Ins. Res.	Ins. Adjust.	Pt. Disc.	Co-Pay	Pt. Res.	Total Pt. Tax	Pt. Balance Ins. Balance
1			92014 92014- EST Com	EyeMed Vision-Oth	\$140.00		0%	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00

### 5. For All Routine & Non-insurance Patients, Select The Discount Button To Zero Out The Invoice

Private Pay Insurance Benefits  
CLOSE Discount Print Post Save  
Notes (0) New Note

6. Once discount window pops up, select the item(s) you want to discount and fill out the reason, \$ or %, and how much
7. Select save when finished

Apply Invoice Discount

Qty	Procedure	Code	Fee	Adjust.	\$ Disc.	Co-Pay	Ins. Res.	Pt. Res.
1	92014- EST Comprehensive	92014	\$140.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00

Details

Reason: Manager's Request  
Discount Code:   
Method: \$ Amount % Original % Current \$ 140  
Net Discount:

8. Post To Account & Proceed To Process/Bill In Ciao!
9. When prompted about recall, select YES

Private Pay Insurance Benefits  
CLOSE Discount Print Post Save  
Notes (0) New Note

10. Refer To Insurance Binder If You Have Questions Regarding Routine Plans

## Invoicing Medical Insurance

1. Access The Patient Either From The PATIENT By Selecting INVOICE Or OPTICAL CHECKOUT TAB By Selecting The Patient And Then ADD INVOICE
2. Upon Completion Of The Exe Exam, Your Doctor Will Send Over Procedural And Diagnosis Codes.
3. If They Do Not Come Over, Or You Need Add Additional Services, You Can Manually Enter By Using The Pull-down Bars And The Professional Services Button On The Bottom Left Side Of The Pop-up Window
4. If you need to delete a service, select the hamburger on the right side

Item ID	City	ICD Code(s)	Procedure/Product Code	Insurance Staff Member	Usual/Cust Fee	Allowable	Ins. Res.	Ins. Adjust	Pt. Disc	Co-Pay	Pt. Res.	Total Pt. Tax	Pt. Balance
1	Toomey, Sera	92014	92014-EST Com	EyeMed Vision-Oth	\$140.00	\$0.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## 5. For All Medical Insurance Plans, Eclips Will Auto-calculate The Insurance Responsibility

### MEDICAL PLANS

Item ID	City	ICD Code(s)	Procedure/Product Code	Insurance Staff Member	Usual/Cust Fee	Allowable	Ins. Res.	Ins. Adjust	Pt. Disc	Co-Pay	Pt. Res.	Total Pt. Tax	Pt. Balance
1	Smith	92124	92124-EAM Lu	Blue Cross Blue Shield Of NC	\$14.29	\$14.29	\$14.29	\$125.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	Smith	92134	92134-Retina Q	Blue Cross Blue Shield Of NC	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**VERY IMPORTANT: In Clio Optical - DO NOT reduce Plan Pays by Copay Amount. We do this for Routine but not for Medical, this is already covered when you apply it in Eclips.**

6. Record Patient Copay By Selecting The Pay Button And Completing The Payment Details
7. When Prompted About Recall, Select YES

Selected Invoices	Invoice #	Amount	Paid	Pt. Balance	Payment
	IN23834	\$140.00	\$0.00	\$140.00	\$20.00
<b>Total Payment</b>					<b>\$20.00</b>

Payment Details

Cash

Credit Card

Debit Card

Check

Unapplied Payments

Other

Amount

\$20.00

Type

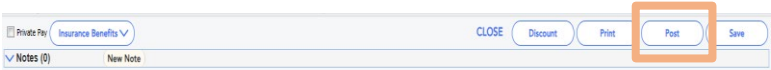
Visa

Card Last 4 Digits

1234

Note

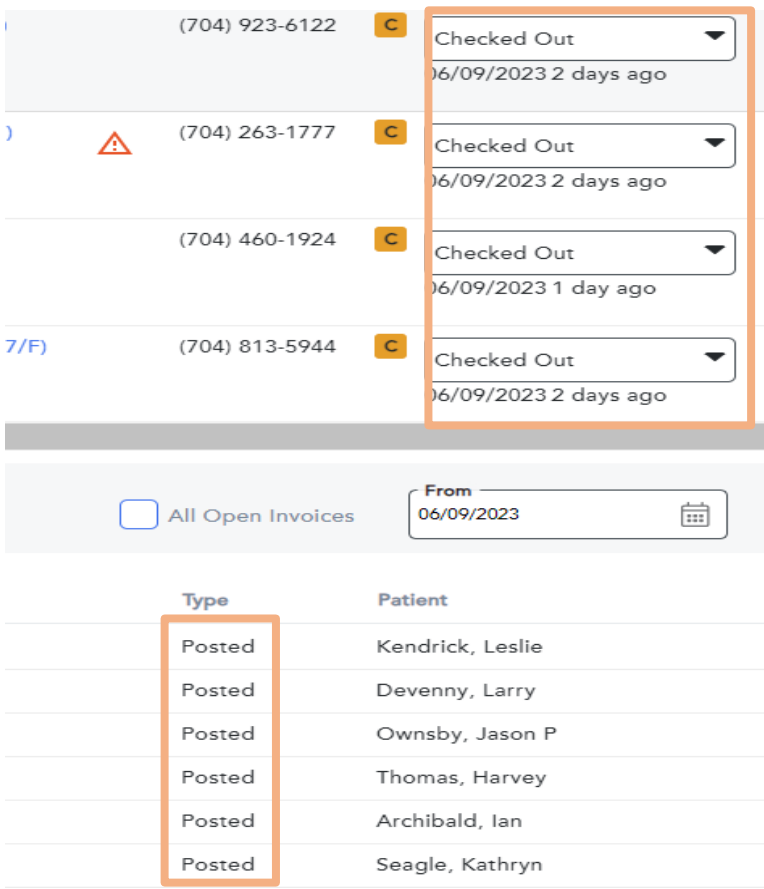
8. Post To Account & Proceed To Process In Ciao!



9. Refer To Insurance Binder If You Have Questions Regarding Medical Plans

**FOR ALL PATIENTS (ROUTINE, MEDICAL, NON-INSURANCE) YOU MUST COMPLETE THE FOLLOWING:**

10. On The HOME TAB All Patients Should Be Checked Out And All Invoices Posted By The End Of The Day

A screenshot of a software interface. The top section shows a list of four patients, each with a phone number, a status icon, and a dropdown menu set to 'Checked Out' with a timestamp. An orange box highlights this section. Below this is a filter section with 'All Open Invoices' and a date range 'From 06/09/2023'. At the bottom is a table with two columns: 'Type' and 'Patient'. The 'Type' column has six entries, all 'Posted', which are highlighted with an orange box. The 'Patient' column lists the names of the patients.

Type	Patient
Posted	Kendrick, Leslie
Posted	Devenny, Larry
Posted	Owensby, Jason P
Posted	Thomas, Harvey
Posted	Archibald, Ian
Posted	Seagle, Kathryn

11. Schedule The Patient Their Tentative Next Eye Exam By Going Back To The SCHEDULER And Selecting Check Out And Follow The Prompts



## Knowledge checks:

Please complete the following:

- ✓ Create an Appointment in scheduler.
- ✓ Move/Cancel an appointment.
- ✓ Fill out a DIF.
- ✓ Add Insurance to a test patient (Medical and Routine Vision) \* You can enter a test patient as yourself or as your favorite character.
- ✓ Technicians: Pretest a test patient.
- ✓ Doctors: Perform an exam on test patients. Both Routine and medical
- ✓ PCC: Invoice both Private pay and Medical insurance test patient
- ✓ PCC: Schedule pt for NEE also Checkout

## Chief Complaint Categories List:

Allergies  
Amblyopia  
Annual exam  
Blurred vision  
Blurred vision all distances  
Blurred vision at night  
Blurred Vision Distance  
Blurred Vision Intermediate  
Blurred Vision Near  
Burning  
Cataract evaluation  
Color vision  
Contact lens dry  
Contact lens dry/uncomfortable at end of day  
Contact lens evaluation  
Contact lens uncomfortable  
Contact lens vision fluctuates  
Cornea evaluation  
Coughing  
Diabetic eye evaluation  
Discharge  
Discomfort/Sore  
Distorted vision  
Dizziness  
Doctor Recommended Return  
Double vision  
Double vision diagonal  
Double vision-horizontal  
Double vision-vertical  
Dry eye  
Dry eye evaluation  
Eye Pain  
Fever  
Flashes  
Floaters  
Foreign body  
General Eye Exam  
Glare  
Glaucoma evaluation  
Glaucoma suspect evaluation

## Chief Complaint Categories List:

Halos  
Head tilt  
Headaches  
Here for special testing as ordered  
High risk medication evaluation  
Imaging review-Duplex carotid scan  
Imaging review-MRI/CT  
Imaging Review-X-Ray  
Interested in contact lenses  
Interested in refractive surgery  
Itching  
Lab review  
Lid crusty  
Lid drooping  
Lid lump or bump  
Lid puffy or swollen  
Lid stuck together  
Lid twitching  
Light sensitivity  
Loss of side vision  
Macula exam  
Nausea with vomiting  
Nausea without vomiting  
Needs CL Rx  
Needs Glasses and CL Rx  
Needs Rx refill for medication  
Needs spectacle Rx  
Neuro ophthalmological eval  
Ocular Fatigue  
Other  
Plaquenil testing  
Pseudophakic evaluation  
Red eye  
Retinal evaluation  
Retinal-vitreous evaluation  
Routine exam  
Rx request

## **Chief Complaint Categories List:**

Sandy or Gritty feeling  
Shortness of breath  
Sneezing  
Sudden vision loss  
Surgical procedure  
Testing review  
Transient vision loss  
Vision Loss  
Watery eyes

## Common ICD-10 Codes

VISIT TYPE (NEW/EST)	PROCEDURES	REFRACTIVE (1 = OD, 2 = OS, 3 = OU)	
<b>92004/92014</b> COMPREHENSIVE EXAM	<b>65205</b> Removal FB Conj Superficial	H52.31	Anisometropia
<b>99202/99212</b> MOV E&M LEVEL 2	<b>65210</b> Removal FB Conj Embedded	H52.22 (1, 2, 3)	Astigmatism, Regular
<b>99203/99213</b> MOV E&M LEVEL 3	<b>65222</b> Removal FB Corn w Slit Lamp	H52.21 (1, 2, 3)	Astigmatism, Irregular
<b>99204/99214</b> MOV E&M LEVEL 4	<b>68801</b> Punctal Dil w/wo Irrigation	H52.0 (1, 2, 3)	Hypermetropia
<b>99205/99215</b> MOV E&M LEVEL 5	<b>68761</b> Punctal Plug Insertion	H52.1 (1, 2, 3)	Myopia
<b>TESTING</b>	<b>67820</b> Lash Epilation	H52.4	Presbyopia
<b>92020</b> Gonioscopy	<b>VISIT TYPE</b>	H53.02 (1, 2, 3)	Amblyopia, Refractive
<b>76514</b> Pachymetry	<b>92015</b> REFRACTION	H53.03 (1, 2, 3)	Amblyopia, Strabismic
<b>92132</b> OCT-Ant Seg	<b>S9986-1</b> OPTOS	<b>INJURY/TRAUMA</b> (1 = OD, 2 = OS, 3 = OU)  A=Initial Encounter, D=Subsequent Encounter, S=Sequela	
<b>92133</b> OCT-Nerve	<b>SELF PAY EXAM (w OPTOS)</b>	S05.0 (1, 2) X (A, D, S)	Abrasion - Cornea/Conj
<b>92134</b> OCT-Retina	<b>92310-1</b> ANNUAL CL EVAL	T15.1 (1, 2) X (A, D, S)	Foreign Body - Conjunctival
<b>92081</b> HVF Screen/DMV	<b>92310-2</b> SCL PREMIUM EVAL	T15.0 (1, 2) X (A, D, S)	Foreign Body - Cornea
<b>92083</b> HVF Extensive	<b>92310-3</b> NEW FIT/ADV REFIT	T26.6 (1, 2) X (A, D, S)	Chemical Burn - Cornea/Conj
<b>92250</b> Fundus Photography	<b>92310-4</b> ADVANCED NEW FIT SEE CL CODE DOCUMENT FOR ADDTL CODES	H16.14 (1, 2, 3)	Keratitis
<b>92285</b> External Photography	<b>66984-55</b> POST-OP		
<b>92025</b> Corneal Topography	<b>99499</b> RX/CL CHECK		
	<b>99024</b> NC POST-OP F/U		

# ECLIPS TRAINING GUIDE

<b>DIABETES - TYPE I</b> (1 = OD, 2 = OS, 3 = OU)		<b>DIABETES - TYPE II</b> (1 = OD, 2 = OS, 3 = OU)	
E10.9	No Retinopathy	E11.9	No Retinopathy
E10.321 (1, 2, 3)	Mild NPDR w DME	E11.321 (1, 2, 3)	Mild NPDR w DME
E10.329 (1, 2, 3)	Mild NPDR wo DME	E11.329 (1, 2, 3)	Mild NPDR wo DME
E10.331 (1, 2, 3)	Mod NPDR w DME	E11.331 (1, 2, 3)	Mod NPDR w DME
E10.339 (1, 2, 3)	Mod NPDR wo DME	E11.339 (1, 2, 3)	Mod NPDR wo DME
E10.341 (1, 2, 3)	Sev NPDR w DME	E11.341 (1, 2, 3)	Sev NPDR w DME
E10.349 (1, 2, 3)	Sev NPDR wo DME	E11.349 (1, 2, 3)	Sev NPDR wo DME
E10.351 (1, 2, 3)	PDR w DME	E11.351 (1, 2, 3)	PDR w DME
E10.359 (1, 2, 3)	PDR wo DME	E11.359 (1, 2, 3)	PDR wo DME
E10.355 (1, 2, 3)	PDR - Stable	E11.355 (1, 2, 3)	PDR - Stable

<b>VITREOUS/RETINA</b> (1 = OD, 2 = OS, 3 = OU)							
H43.81 (1, 2, 3)	Vitreous Degeneration/PVD	H34.23 (1, 2, 3)	BRAO	H34.21 (1, 2, 3)	Hollenhorst Plaque	H33.01 (1, 2, 3)	RD - Single Break
H43.39 (1, 2, 3)	Vitreous Opacities/Floaters	H34.83 (1, 2, 3)	BRVO	H33.31 (1, 2, 3)	Horseshoe Tear	H33.03 (1, 2, 3)	RD - Giant Tear
H43.1 (1, 2, 3)	Vitreous Hemorrhage	H34.1 (1, 2, 3)	CRAO	H35.03 (1, 2, 3)	Hypertensive Retinopathy	H33.05 (1, 2, 3)	RD - Total
H43.82 (1, 2, 3)	Vitreomacular Adhesion	H34.81 (1, 2, 3)	CRVO	H47.01 (1, 2, 3)	Ischemic Optic Neuropathy	H33.32 (1, 2, 3)	Retinal Hole
H35.31 (1, 2, 3) 1	ARMD, Dry, Early	H35.71 (1, 2, 3)	Central Serous Retinopathy	H35.41 (1, 2, 3)	Lattice Degeneration		
H35.31 (1, 2, 3) 2	ARMD, Dry, Intermediate	D31.3 (1, 2)	Choroidal Nevus	H35.34 (1, 2, 3)	Macular Hole		
H35.31 (1, 2, 3) 3	ARMD, Dry, Adv, wo Subfov Inv	H31.00 (1, 2, 3)	Chorioretinal Scar	H35.37 (1, 2, 3)	Macular Pucker		
H35.31 (1, 2, 3) 4	ARMD, Dry, Adv, w Subfov Inv	Q14.1	CHRPE	H31.01 (1, 2, 3)	Macular Scar		
H35.32 (1, 2, 3) 1	ARMD, Wet, Active Neovasc	H35.35 (1, 2, 3)	Cystoid Macular Edema (CME)	H44.2 (1, 2, 3)	Myopic Degeneration		
H35.32 (1, 2, 3) 2	ARMD, Wet, Inactive Neovasc	H35.36 (1, 2, 3)	Drusen (degenerative)	H35.72 (1, 2, 3)	Pigm Epithelial Det (PED)		
H35.32 (1, 2, 3) 3	ARMD, Wet, Inactive Scar	H35.6 (1, 2, 3)	Hemorrhage	H33.02 (1, 2, 3)	RD - Multiple Break		42

		<b>MOTILITY</b> (1 = OD, 2 = OS, 3 = OU)		<b>LIDS/LACRIMAL</b> (1 = OD, 2 = OS, 3 = OU)					
G43.809	Oc Migraine	H50.01 (1, 2)	Esotropia	H01.11 1	Allerg Derm, RUL	H00.15	Chalazion, LLL	H00.025	Hordeolum Int, LLL
R51.9	Headache	H50.11 (1, 2)	Exotropia	H01.11 2	Allerg Derm, RLL	H40.12 (1, 2, 3)	Dry Eye Syndrome	H16.22 (1, 2, 3)	K-Sicca, Non-Sjo
Z79.899	L/T Use of Med	H50.2 (1, 2)	Hypertropia	H01.11 4	Allerg Derm, LUL	H00.011	Hordeolum Ext, RUL	H02.88A	MGD, RUL/RLL
H53.8	Blurred Vision	H50.51	Esophoria	H01.11 5	Allerg Derm, LLL	H00.012	Hordeolum Ext, RLL	H02.88B	MGD, LUL/LLL
Z76.5	Malingering	H50.52	Exophoria	H01.00 A	Bleph, RUL/RLL	H00.014	Hordeolum Ext, LUL	H02.40 (1, 2, 3)	Ptosis
H53.16	Psych Vis Dist	H51.11	Conv. Insuff.	H01.0 0B	Bleph, LUL/LLL	H00.015	Hordeolum Ext, LLL	H02.051	Trichiasis, RUL
H53.12 (1, 2, 3)	Trans Vis Loss			H00.11	Chalazion, RUL	H00.021	Hordeolum Int, RUL	H02.052	Trichiasis, RLL
H57.1 (1, 2, 3)	Ocular Pain			H00.12	Chalazion, RLL	H00.022	Hordeolum Int, RLL	H02.054	Trichiasis, LUL
				H00.14	Chalazion, LUL	H00.024	Hordeolum Int, LUL	H02.055	Trichiasis, LLL
<b>CONJUNCTIVA</b> (1 = OD, 2 = OS, 3 = OU)		<b>CORNEA</b> (1 = OD, 2 = OS, 3 = OU)		<b>IRIS</b> (1 = OD, 2 = OS, 3 = OU)		<b>LENS</b> (1 = OD, 2 = OS, 3 = OU)			
H01.1 (1, 2, 3)	Conjunctivitis - Acute Allergic	H18.42 (1, 2, 3)	Band Keratopathy	D31.4 (1, 2)	Iris Nevus	H26.49 (1, 2, 3)	After Cataract - PCO		
H10.01 (1, 2, 3)	Conjunctivitis - Acute Follicular	H18.51	Endo K Dystrophy	H20.01 (1, 2, 3)	Iritis - Acute	H25.01 (1, 2, 3)	Cataract - Cortical		
H10.02 (1, 2, 3)	Conjunctivitis - Bacterial	H18.52	Epi (Juvenile) K Dystrophy	H20.1 (1, 2, 3)	Iritis - Chronic	H25.81 (1, 2, 3)	Cataract - Mixed		
H10.45 (1, 2, 3)	Conjunctivitis - Chronic Allergic	H18.59	Other Hereditary K Dystrophies	H21.51 (1, 2, 3)	Synechia - Ant	H25.1 (1, 2, 3)	Cataract - Nuclear		
H10.41 (1, 2, 3)	Conjunctivitis - Giant Papillary	H18.21 (1, 2, 3)	Corneal Edema - CL Related	H21.54 (1, 2, 3)	Synechia - Post	H25.04 (1, 2, 3)	Cataract - PSC		
H11.82 (1, 2, 3)	Conjunctivochalasis	H16.01 (1, 2, 3)	Corneal Ulcer - Central	H57.05 (1, 2, 3)	Tonic Pupil	Z96.1	Pseudophakia		
H11.3 (1, 2, 3)	Conjunctival Hemorrhage	H16.04 (1, 2, 3)	Corneal Ulcer - Marginal						
H11.15 (1, 2, 3)	Pinguecula	B00.52	Herpesviral Keratitis						
H15.11 (1, 2, 3)	Episcleritis	H18.61 (1, 2, 3)	Keratoconus - Stable						
		H11.04 (1, 2, 3)	Pterygium - Stable						

<b>GLAUCOMA</b> (1 = OD, 2 = OS, 3 = OU)			
STAGE 1=Mild, 2=Mod, 3=Sev, 4=Ind			
		OD Stage	OS Stage
H40.01 (1, 2, 3)	Suspect, Low Risk		
H40.02 (1, 2, 3)	Suspect, High Risk		
H40.05 (1, 2, 3)	Ocular Hypertension		
H40.03 (1, 2, 3)	Anatomical Narrow Angle		
H40.11 (1, 2, 3)	POAG	1 2 3 4	1 2 3 4
H40.12 (1, 2, 3)	NTG	1 2 3 4	1 2 3 4
H40.21 (1, 2, 3)	Angle Closure - Acute	1 2 3 4	1 2 3 4
H40.22 (1, 2, 3)	Angle Closure - Chronic	1 2 3 4	1 2 3 4
H40.13 (1, 2, 3)	Pigmentary	1 2 3 4	1 2 3 4



## Chart Auditing Risk Guide

Risk Level	Label	Code	Presenting Problem	Management Options
Minimal Risk *Requires ONE of the elements in any of two categories listed	Level 2	99202 or 99212	1 Self limited/minor problem	Monitor
Low Risk *Requires ONE of the elements in any of two categories listed	Level 3	99203 or 99213	≥2 Self limited/minor Problems 1 Stable chronic illness (stable DM, cataract) Acute uncomplicated injury or illness	OTC therapy/drugs Minor Surgery with no risk factors
Moderate Risk *Requires ONE of the elements in any of the two categories listed	Level 4	99204 or 99214	2 Stable chronic illnesses 1 Chronic illness with mild exacerbation or progression Undiagnosed new problem with uncertain prognosis (Ex: lesion of unknown significance) Acute complicated injury	Minor surgery with identified risk factors Elective Major Surgery with no identified risk factors (Ex: Cataract surgery) Prescription Drugs
High Risk *Requires ONE of the elements in any of the two categories listed	Level 5	99205 or 99215	≥1 Chronic illness with severe exacerbation or progression Acute/chronic illness or injury which poses a threat to life or bodily function Abrupt change in neurological status (Ex: TIA, weakness, sensory loss)	Drug therapy requiring intensive monitoring for toxicity