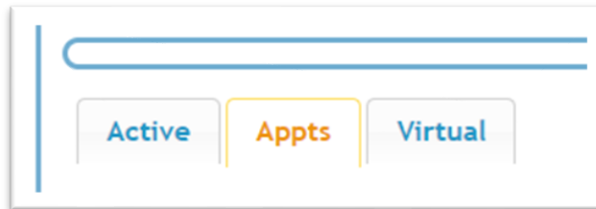


All Steps Are To Be Completed After The Patient Has Seen The Doctor

- ❑ Select The **APPOINTMENTS Tab** In Ciao!



- ❑ **DIF Completed:** If All Privacy Forms Have Been Signed And Completed, All Demographical Information Along With The Patient's RX Will Be Sent To Ciao!
- ❑ You Will See The Patient's Full Name (You Can Also Look At Appointment Time)
- ❑ **DIF Not Completed:** If Privacy Forms Have Not Been Completed, You Will Only See Patient Initials (You Can Also Look At Appointment Times)
- ❑ To Begin The Transfer Of Data, Select The Checkmark For The Patient You'd Like To Import



- ❑ Confirm DOCTOR TRANSITION

DIF Not Completed

Doctor Transition ☒

Date of Birth:

DIF Completed

Doctor Transition ☒

- ❑ **DIF Completed:** The Email Will Populate And Click Search (Lookingglass)
- ❑ **DIF Not Completed:** DOB or Name Will Be Listed And Click Search (Lookingglass)
- ❑ Select Checkmark To The Right Of Patients Name If They Are Already In Ciao! Or The Plus Sign To Add The Patient Into Ciao!

A screenshot of the patient list in the Ciao! interface. It shows a search bar at the top with a magnifying glass icon. Below the search bar is a table with columns for Email, Name, Phone, Postal Code, and Birth Date. The first row shows an email address, a name, a phone number, a postal code, and a birth date. To the right of the birth date is a button with a checkmark and a plus sign, which is highlighted with an orange box, indicating it is the button to click for selection.

RX TO CIAO! (ECLIPS, CIAO!)

- ❑ **DIF COMPLETED:** In Demographics Area, Complete The PMOC & Language Preference
- ❑ **DIF NOT COMPLETE:** Fill In Missing Demographics

A screenshot of the Demographics form. It features two dropdown menus. The first is labeled 'PMOC' with a person icon and contains the text 'Text'. The second is labeled 'Language' with a speech bubble icon and contains the text 'English'. Both dropdowns have orange borders.

- ❑ Once Demographic Information Is Saved, Go Into The RX Panel By Selecting The RX File Folder



- ❑ The Prescriptions Should Be Listed With A Yellow Box Indicating They Need To Be Reviewed And Approved, Select The Pencil To Edit

| | | | | |
|------------|----------|--------|-------------|-------------|
| Yellow box | 5/4/2023 | Review | Internal Rx | Pencil icon |
| Yellow box | 5/4/2023 | Review | Internal Rx | Pencil icon |

- ❑ You Will Have To Add The Doctors Name, Type Of Rx, And Contact Lens Details From The Printed Copy Of The Prescription Which The Doctor Has Provided To You
- ❑ **Note:** You Will Not Know Which Is The CL Rx & Which Is The Glasses Rx So You Have To Just Try Both By Selecting The Prescription Type
- ❑ When Finished, Select The Checkmark To Save The RX And Confirm Ready Status With The Green Box To The Left Of The RX Date

A screenshot of the 'Rx Test' form. It contains several sections: 'Source' (Internal Rx), 'Prescription Type' (Contacts Single Vision), 'Date Written' (5/4/2024), 'Expiration Date' (5/4/2024), 'Medically Required' (checkbox), 'Active' (checkbox), and 'Doctor Recommendations' (text area). There are also fields for 'Sphere', 'Cylinder', 'Axis', 'OD(R)', and 'OS(L)' with values like -3, 8.6, and 14.2. At the bottom, there are buttons for 'Save' (checkmark), 'Cancel' (X), 'Refresh' (circular arrow), and 'Print' (printer icon). The 'Save' button is highlighted with an orange border.

| Rx Date | Rx Type | 0.01D | Source | Dr Name |
|-----------|----------|-------------|-------------|----------------|
| Green box | 7/8/2023 | SV Distance | Internal Rx | Taggart, Bruce |