

# ADDING AN RX IN CIAO!

This Is For Outside RX's And Returning Patients Only.

To Add The OD To The Provider Listing Refer To The **Adding An OD Guide**.

**In Some Cases, The Prescription Will Flow Over From ECLiPS. Refer To RX To Ciao! Guide.**

- ❑ Once In The Patient Profile, Go To The Prescription Box And Select The Icon With The Rx Inside The File Folder



- ❑ Then Select The +RX To Add A New Prescription



- ❑ At The Top Left, Select Internal Or External RX
- ❑ If Internal, Type The First Three Letters Of The Doctors Last Name And It Should Populate, Select Your Doctor's Name
- ❑ If External, You Will Do The Same, However The First Time You Will Have To Add The Doctor (Refer To Adding An OD Guide)

A screenshot of a software form. The 'Source' dropdown menu is set to 'Internal Rx' and is highlighted with a red box. Below it, a text field contains 'Tod' and is also highlighted with a red box. Below that, a dropdown menu shows 'Toomey, Sara' and is highlighted with a red box. The 'Prescription Type' label is visible at the bottom.

- ❑ On The Pulldown Bar Next To Prescription Type, Select The Type Of RX You Need To Enter
- ❑ Enter The Date (Exp Will Default To 1 Year And Change Accordingly)

A screenshot of a software form. The 'Prescription Type' dropdown menu is set to 'Bifocal/Progressive' and is highlighted with a red box. Below it, the 'Date Written' and 'Expiration Date' fields are highlighted with a red box. Each date field contains 'MM/DD/YYYY' and has a calendar icon to its right. The 'Prism' field is visible at the bottom.

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- ❑ On The Top Right, Start Filling In The RX With The Right Eye
- ❑ Fill Out The Sph, Cyl, Axis, Add For The Right Eye
- ❑ Then Complete The Left Eye In The Same Way
- ❑ For Plus Cyl You Can Just Enter +1.00 (No Need To Transpose)

	Sphere	Cylinder	Axis
OD(R)	<input type="text" value="+0.75"/>	<input type="text"/>	<input type="text"/>
OS(L)	<input type="text" value="+0.75"/>	<input type="text"/>	<input type="text"/>
	Add 1		
OD(R)	<input type="text" value="+1.00"/>		
OS(L)	<input type="text"/>		

- ❑ If The Doctor Has Indicated Any Specific Notes Or Recommendations, You Can Record It On The Bottom Left Side

**Doctor Recommendations**  
☒ Anti-Reflective  
☐ Sunglasses  
Other

- ❑ Hold Up The Physical RX Next To The Screen And Confirm You Have Entered The RX Correctly, Then Hit The Checkmark On The Bottom Left

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- ❑ To Enter A Second Prescription, Select The +RX And Repeat All Steps
- ❑ To Begin Ordering, Select The Checkmark RX To Exit The Prescription Panel

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