

END OF DAY PROCESS (CIAO!, EHR, LPA & OT)

All Other EHR Systems:

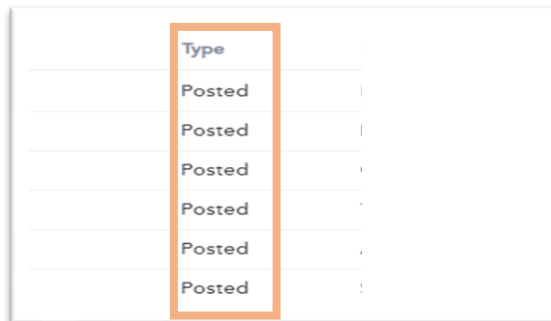
- ☐ Check Out All Patients
- ☐ Schedule Their Next Exam
- ☐ Complete All Invoicing
- ☐ Prepared Next Day's Patients

ECLiPS:

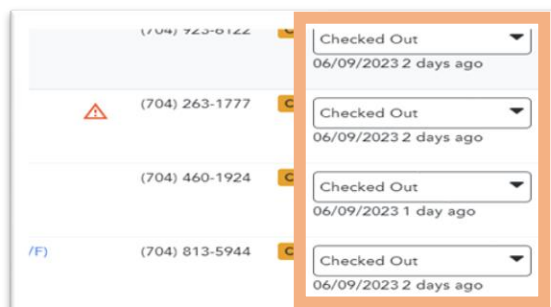
- ☐ In The **SCHEDULER TAB**, For All Patients Receiving Their Annual Exam, Confirm All Patients Have Been Pre-booked For Next Year (Refer To Scheduling Next Exam Guide)



- ☐ From The **HOME TAB** In ECLiPS, Confirm That All Invoices Have Been Posted
- ☐ If Not, Complete And Post The Invoice



- ☐ Once The Patient Has Completed Their Exam Or Procedure, In ECLiPS, On The **HOME TAB** Select The Pulldown Bar And Take Them From Their Current Status To "Checked Out"
- ☐ **Note:** Some Patients Will Already Show As Checked Out By Pre-scheduling Their Annual Exam



- ☐ Confirm All Glance Sheets And Insurance Are Ready For The Next Day

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LPA & Order Tracker:

- ❑ In **LPA**, Confirm Transmission Of Tendered Orders And Deletion Of Staged Orders

Lab Processing

Store Support Toolkit
Lab Reconciliation Audit
Modify Lab Status
Associate Setup

Phone # Customer Name Order Number Advanced
Order Number Search Reset

17 Order(s) Found

Store	Order #	Customer Name	Tray	Material/Lens Type	Alt	Tender Date	Status	Type
T004	1006427402004	Allaga, Graciela	allag	1.59 Polycarbonate / Progressive			Staged	Outside Processing
T004	1006412852004	ROSARIO, VADEL	rosa	1.59 Polycarbonate / Single Vision		4/3/2023 5:18:30 PM	Tendered	Outside Processing
T004	1006404982004	MARTE, VAHEL	maria	1.59 Polycarbonate / Progressive		3/28/2023 11:10:47 AM	Tendered	Outside Processing
T004	10064077942004	ROJAS, JOHN	roja	1.59 Polycarbonate / Single Vision		3/27/2023 3:51:02 PM	Tendered	Outside Processing

- ❑ In **LPA**, Run, Audit, And Acknowledge Lab Reconciliation Report
- ❑ Ship All Frames To Appropriate Labs
- ❑ Place All Lab Tickets That Were "Completed" (Inspected) And Your Reconciliation Report In Your Daily Closing Envelope

LAB RECONCILIATION REPORT FOR
4/9/2023

Store: T004 6:14 pm EDT

Current Day Orders - Completed Today
Order Number Customer Name Tray Number Time IN Lens Style Lens Type OTC EDR Process Lens Usage Code Eye Code OTC

Previous Day Orders - Completed Today
Order Number Customer Name Tray Number Time IN Lens Style Lens Type OTC EDR Process Lens Usage Code Eye Code OTC

Outside Lab / Held Orders
Order Number Customer Name Tray Number Time IN Lens Style Lens Type Transmitted Process Special Process Code Special Process Description

Frames to Send to Central Lab
Order Number Customer Name Tray Number Date Shipped Lens Style Lens Type

Open Orders
Order Number Customer Name Tray Number Time IN Lens Style Lens Type Process OTC EDR Lens Usage Code Eye Code OTC

Orders Not Tendered Today
Order Number Customer Name Tray Number Time IN Lens Style Lens Type Process OTC EDR Lens Usage Code Eye Code OTC

Orders Not Tendered Today is not available for historical dates

LAB Printed: 04/13/2023 04:27:43 pm Sales Assoc: Jenkins, David Store Order # Tray ID
Customer: Pines, Vivian Phone: (619) 465-8681 418 1853287810410 Mac

Lens Selection
Outside Processing - Central Lab - Central Lab Provides Frame Gerber ID
S0410/105828781 8961

Special Surfacing Instructions

ATTACH LENS OPC LABEL(S) TO BACK

Frame: 8026597161336
Name: Ralph RATT116, Trn Cst: 5435/140 Trn Cst
Source: Manual PCD A S ED Axis DSL
Type: Normal T1.8 54.88 42.78 58.48 14.98

Process

Notes:

- ❑ In **Order Tracker**, Ensure All Tray Tickets For Patients That Picked Up Today Are Dispensed Out
- ❑ Place All Tray Tickets In Your Daily Closing Envelope

CUSTOMER DETAILS

First Name: Deborah
Last Name: Allen
Phone No. (Home): 928-486-2477
Phone No. (Mobile):
Phone No. (Business):
Email Address: pdehling@att.net
Preferred Method of Contact: Home Phone

CUSTOMER CONTACT

CALL
928-486-2477
READY FOR PICKUP OTHER
SAVE NOTIFICATION

NOTIFICATION LOG

Date/Time	Status	Assoc. Name
4/9/2023 5:27 PM	Ready - Other	Shelton, L.

ORDER DETAILS

Order No.: 1808091420023
Transaction No.: 00000021 of 21
Outside Lab Order No.: 07000/100009142001
Order Date/Time: 2/21/2023 11:22 AM
Type: Outside Processing - Central Lab - Central Lab Provides Frame
Current Order Status/Time: Ready 2/28/2023 9:50 AM
Promised Date: 3/7/2023 8:00 PM
Package Tracking: 18436306111412430
Delivery Status:
Lab Phone No.: 1-866-589-9172
Lab Address: 2150 Woody Road, Cape Coral, FL 33914

ORDER DISPENSED

Tray Ticket Blue
Store 0410
1 of 2

Production, Name: Deborah Allen
Tray: 04100001
Date: 04/13/2023
Time: 04:27:43 PM

PRODUCTION

Order #	Tray	Order	Process
000001	0410	0410	0410
000002	0410	0410	0410
000003	0410	0410	0410

LABOR INFORMATION

Order # 0410
Tray 0410
Order 0410
Order 0410

LABOR INFORMATION

Order # 0410
Tray 0410
Order 0410
Order 0410

LABOR INFORMATION

Order # 0410
Tray 0410
Order 0410
Order 0410

LABOR INFORMATION

Order # 0410
Tray 0410
Order 0410
Order 0410

