

TRAINING CHECKLIST

CONTACT LENSES

SOFT CONTACT LENSES:

Cash Pay (Complete A Combination Of Ship To Site & Home & Alternative Address)

- Order A Year Supply Of Daily Lenses
- Order 6 Months Of Monthly Lenses
- Add Express Shipping (In Order Screen + Xstore)
- Process A Spectera Formulary Contact Lens Order In Ciao (PM Only)

All Insurance Carriers

- Search And Select Insurance Plan
- Complete Insurance Demographic Information
- Order A Year Supply Of Daily Lenses
- Order 6 Months Of Monthly Lenses
- Add Express Shipping (In Order Screen + Xstore)
- Enter Plan Pays & Discounts
- Process A Spectera Formulary Contact Lens Order In Ciao (PM)

SPECIALTY CONTACT LENSES:

Cash Pay (Ship To Site)

- Enter Specialty Lenses In Ciao!

All Insurance Carriers

- Search And Select Insurance Plan
- Complete Insurance Demographic Information
- Enter Specialty Lenses In Ciao!
- Enter Plan Pays & Discounts

TENDER:

- Review Xstore And Navigate To/From Ciao Active Orders
(Note: You Can Select Multiple Patients, Services, & Materials)
- Add A Service Recon Or Manager Discretion Discount:
(Note: Only When Directed By OD & PM)
- Change Associate In Xstore
- Tender/ Collect Payment For All Services
- Determine Receipt Printing Options, And Select Appropriately
- Review What Prints Where And What Paperwork Is Expected To Print
(Note: Cash Or Check (Or Zero) Will Not Print A Ciao Store Copy)
- Review Information Need From Ciao & Staxx Credit Card Machine
(Credit Card, HSA Or FSA, Check, Care Credit)