

Lab Adjustments Manual

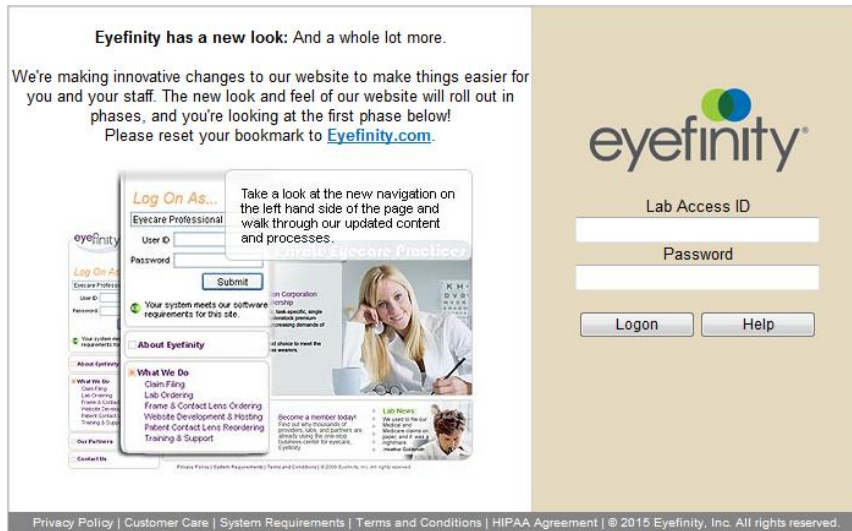
Effective August 1, 2015, lab reconciliations will no longer be accepted at VSP. Moving forward, when in-process orders require changes you will need to either void them back to the doctor or make appropriate changes yourself. In instances of Rx and/or vision type changes, please just follow any legal or regulatory processes that exist in your area. This document will outline the process you should follow on Eyefinity prior to lab completion of the order.

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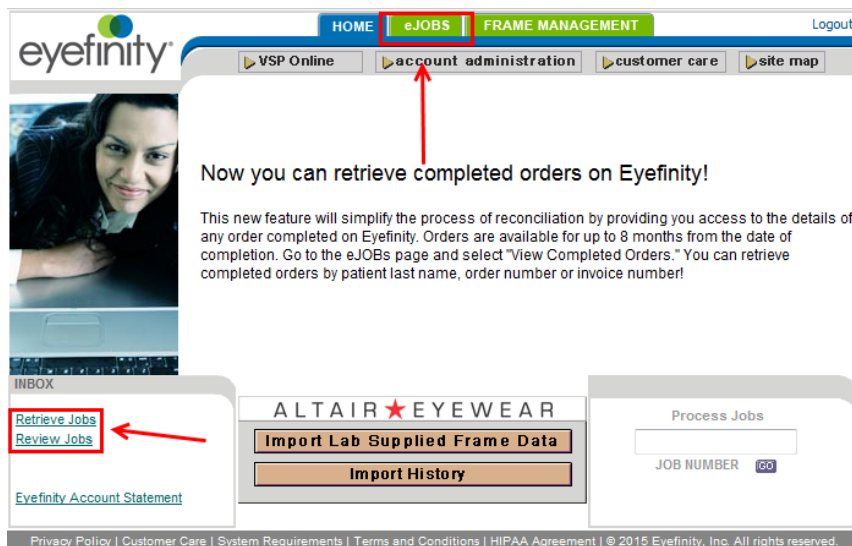
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AR Coating Changes

- a. Log on to Eyefinity using your Lab Access ID and Password.



- b. Access your jobs via eJobs link or Retrieve/Review Jobs link



- c. Enter the claim number into the "View Specific Order by Order Number" field and select View Orders.

- d. Ensure the checkbox to the left of your specified claim is marked. Select Modify to modify the order.

Order Number	Lab Invoice Number	Patient Name	Lens Material	Frame Manufacturer	Frame Name	Doctor Name	Date Doctor Ordered
12345678		Doe, John	Glass	Niche Optics	SLR-626	Dr. Doolittle	04/01/2015

- e. Select Continue on the bottom of the Select Lens Type and Material page.

Order 12345678
 Patient **Doe, John**
 Doctor **Dr. Doolittle**

Status Lab Processing
 Date of Service **04/01/2015**
 Services LENS

Lens Finishing: Lab Finishing
 Lens Type: Single Vision
 Lens Material: Glass

VSP Special Claim Handling Instructions
(Use of Special Instructions may increase claim processing time. Please use only when necessary)

Continue

- f. Make necessary changes to the AR section of the order. Select Continue once all necessary changes have been made.

Enter Spectacle Lens Information

Lens Base Curve -
Lens Not Listed Right
One Lens Left
Balance Lens

Tint Type
Tint Sample None Match Lighten Darken
Not Listed Lighten or Darken by %

Bevel Edge

Anti-Reflective Coatings Scratch Coatings
Description

Other Coatings **Miscellaneous**

Glass Solid Color Coating Press-on Prism
 Glass Gradient Color Coating Nose Pads
Mirror/Ski Coat Slab Off

UV (Ultra Violet)
 Dr Supplied UV (Ultra Violet)

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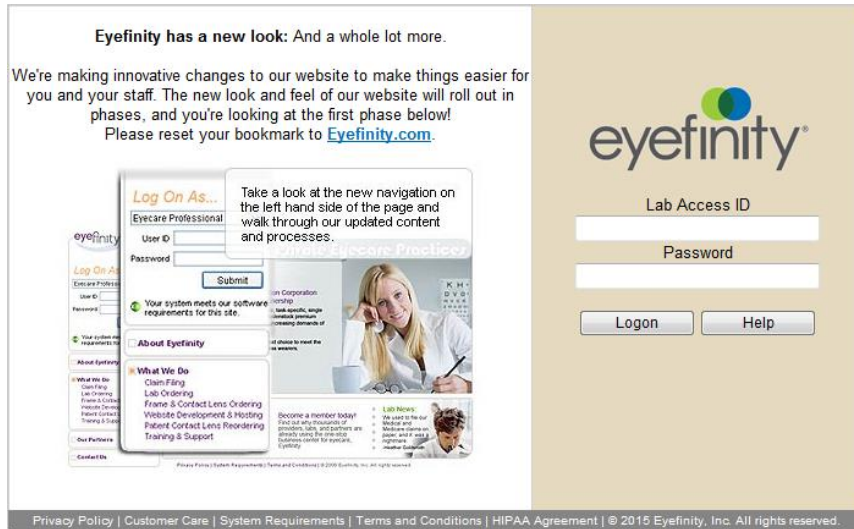
- g. Continue through remaining screens until you receive notification Lab Order Modification Successful.

Lab Order Modification Successful

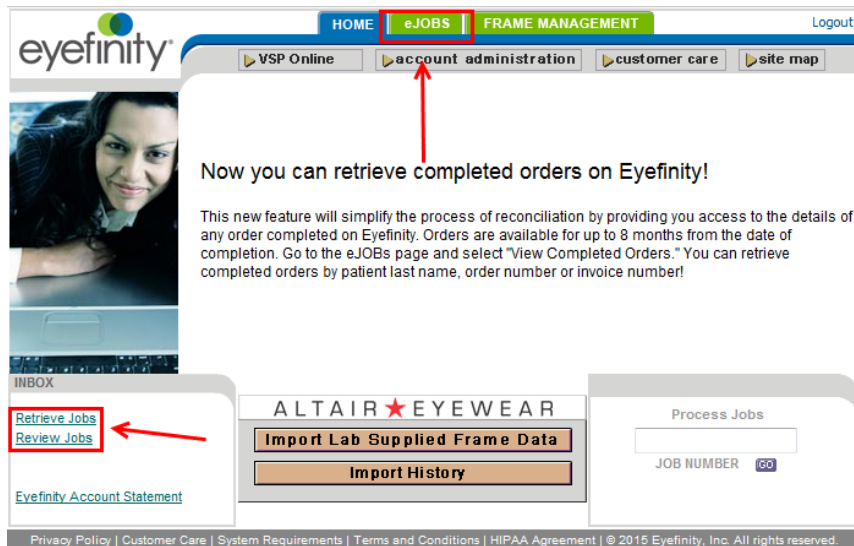
Order number was successfully modified.

Frame Changes (Dr supplied or lab supplied)

- a. Log on to Eyefinity using your Lab Access ID and Password.



- b. Access your jobs via eJobs link or Retrieve/Review Jobs link



- c. Enter the claim number into the "View Specific Order by Order Number" field and select View Orders.

eyefinity HOME eJOBS FRAME MANAGEMENT Logout

process retrieve review

Select Orders to View

View New Orders
 View Accepted Orders
 View Completed Orders by Patient Last Name Enter Patient Last Name
 View Specific Order by Order Number
 (includes new, accepted and completed orders)

Sort Multiple Orders by Date Doctor Ordered / Invoice Number

- d. Ensure the checkbox to the left of your specified claim is marked. Select Modify to modify the order.

eyefinity Lab Orders Select order(s) to Process:

Clear All Selections Displayed Orders: 1 [Go to End of List](#)

	Order Number	Lab Invoice Number	Patient Name	Lens Material	Frame Manufacturer	Frame Name	Doctor Name	Date Doctor Ordered
<input checked="" type="checkbox"/>	12345678		Doe, John	Glass	Niche Optics	SLR-626	Dr. Doolittle	04/01/2015

Clear All Selections [Go to Top of List](#)

Print selected order(s)
 Modify selected order
 Update invoice & continue to next page of orders
 Complete, update invoice & continue to next page of orders

Void selected order
 Print ALL orders
 Complete & continue to next page of orders
 View next page of orders

- e. Continue through screens until you reach the Frame Information Screen. Make necessary changes to the Frame Supplier section of the order. Select Continue once all necessary changes have been made.

Enter Frame Information

Supplier

Doctor Supplied - To Come
 Patient Supplied - To Come
 Lab Supplied
 Lenses Only

IMAGE NOT AVAILABLE
Selected color may not match displayed image

* Manufacturer: Niche Optics * Color: Red * Eye Size: 58
* Collection: * Temple: 140 B: 29.0
* Model: SLR-626 Shape: ED: 61.0
UPC: * Material: Zyl * DBL: 17.0
SKU:
* WHOLESALE FRAME COST: 79.95

Retail Frame 227.00 Materials U&C 10.00

Lab Special Instructions
 Selecting special instructions may delay your order.

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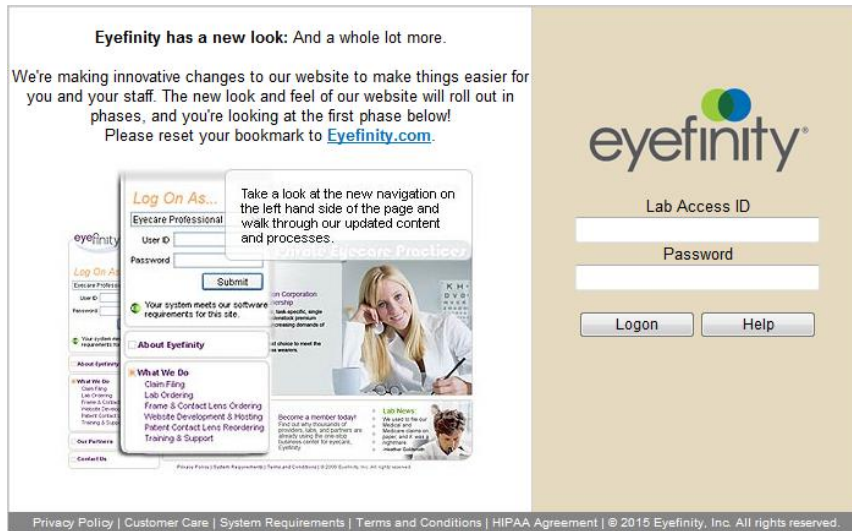
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Lab Order Modification Successful

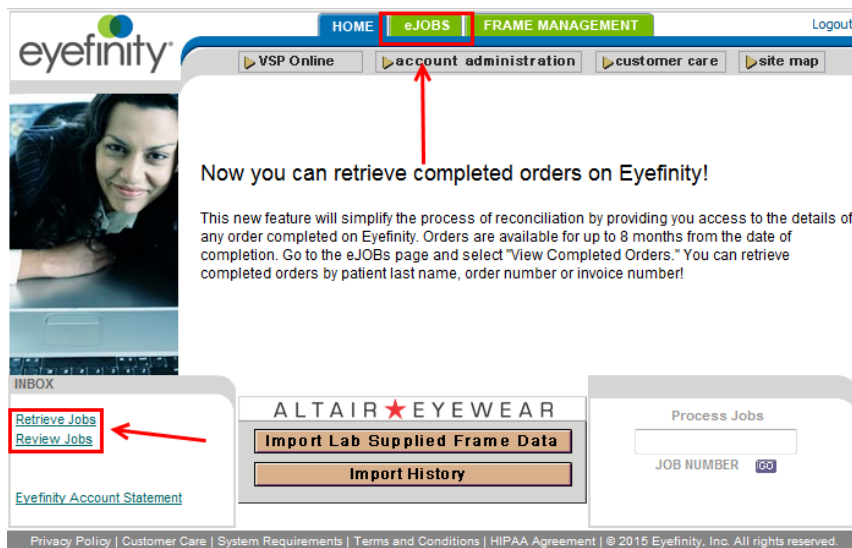
Order number **12345678** was successfully modified.

Lens Selection (includes Photochromics or Progressive) Changes

- a. Log on to Eyefinity using your Lab Access ID and Password.



- b. Access your jobs via eJobs link or Retrieve/Review Jobs link



- c. Enter the claim number into the "View Specific Order by Order Number" field and select View Orders.

- d. Ensure the checkbox to the left of your specified claim is marked. Select Modify to modify the order.

- e. Select Continue on the bottom of the Select Lens Type and Material page.

- f. Make necessary changes to the Lens dropdown section of the order. Select Continue once all necessary changes have been made.

Enter Spectacle Lens Information

Lens **Any Single Vision (Lab Choice) - Clear** Base Curve - Right Left

Lens Not Listed

One Lens

Balance Lens

Tint Type

Tint Not Listed Sample None Match Lighten Darken
Lighten or Darken by %

Bevel Choose Bevel Here Edge Choose Edge Here

Anti-Reflective Coatings Other (AR Coating A) Scratch Coatings Not Applicable

Description Crizal Kids UV

Other Coatings

Glass Solid Color Coating

Glass Gradient Color Coating

Mirror/Ski Coat

UV (Ultra Violet)

Dr Supplied UV (Ultra Violet)

Miscellaneous

Press-on Prism

Nose Pads

Slab Off

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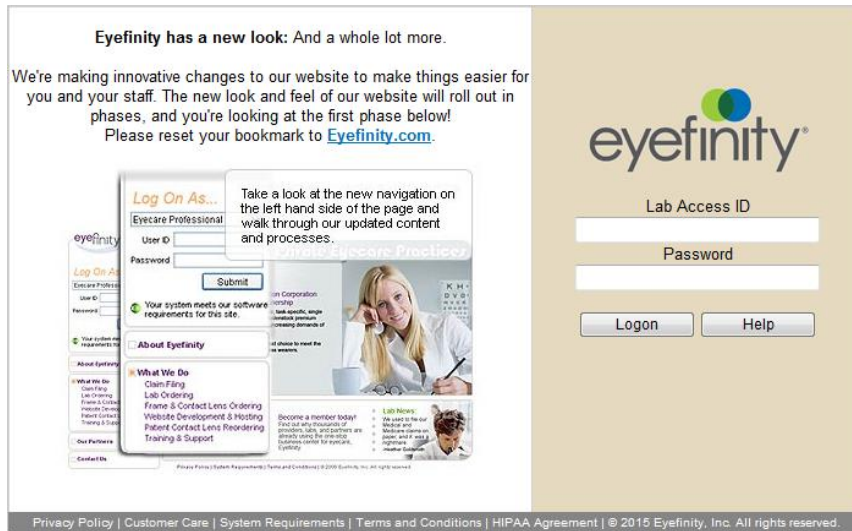
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Lab Order Modification Successful

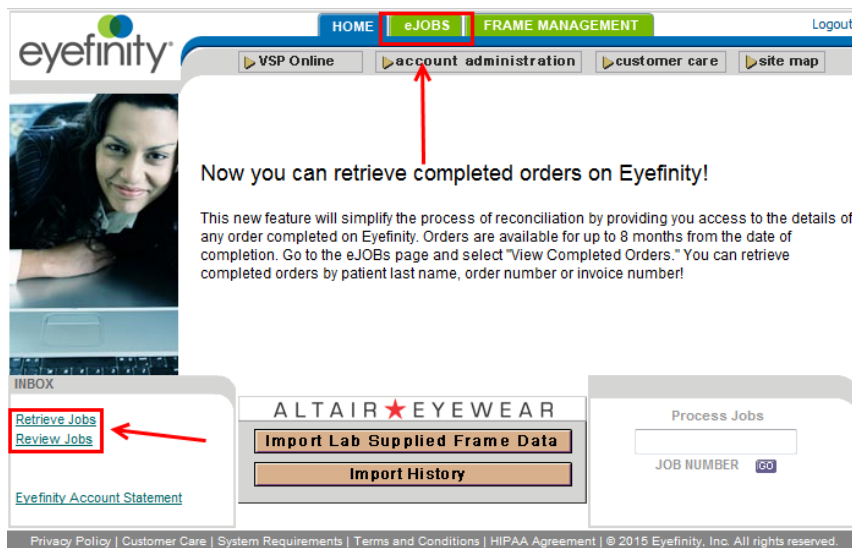
Order number **12345678** was successfully modified.

Rimless Drill Mount Frame Changes

- a. Log on to Eyefinity using your Lab Access ID and Password.



- b. Access your jobs via eJobs link or Retrieve/Review Jobs link



- c. Enter the claim number into the "View Specific Order by Order Number" field and select View Orders.

eyefinity HOME eJOBS FRAME MANAGEMENT Logout

process retrieve review

Select Orders to View

View New Orders
 View Accepted Orders
 View Completed Orders by Patient Last Name
 View Specific Order by Order Number
 (includes new, accepted and completed orders)

Sort Multiple Orders by

- d. Ensure the checkbox to the left of your specified claim is marked. Select Modify to modify the order.

eyefinity Lab Orders Select order(s) to Process:

Displayed Orders: 1 [Go to End of List](#)

	Order Number	Lab Invoice Number	Patient Name	Lens Material	Frame Manufacturer	Frame Name	Doctor Name	Date Doctor Ordered
<input checked="" type="checkbox"/>	12345678		Doe, John	Glass	Niche Optics	SLR-626	Dr. Doolittle	04/01/2015

[Go to Top of List](#)

Print selected order(s)
 Modify selected order
 Update invoice & continue to next page of orders
 Complete, update invoice & continue to next page of orders

Void selected order
 Print ALL orders
 Complete & continue to next page of orders
 View next page of orders

- e. Continue through screens until you reach the Frame Information Screen. Select Edit Manually on the middle of the screen.

Enter Frame Information

Supplier

Doctor Supplied - To Come
 Patient Supplied - To Come
 Lab Supplied
 Lenses Only

IMAGE NOT AVAILABLE

Selected color may not match displayed image

* Manufacturer: Niche Optics * Color: Red * Eye Size: 58
* Collection: * Temple: 140 B: 29.0
* Model: SLR-626 Shape: ED: 61.0
UPC: * Material: Zyl * DBL: 17.0
SKU:
* WHOLESALE FRAME COST: 79.95

Retail Frame 227.00 Materials U&C 10.00

Lab Special Instructions

Selecting special instructions may delay your order.

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- f. Click on the Dropdown to the right of Material. Change the material to Drilled Rimless and then select Add to Lab Order.

Frame Selection

Frame:

If you cannot find your frame using our search tool, please complete the form below in order to complete the lab order. This i

* Manufacturer: Niche%20Optics ⓘ * Color: Red ⓘ * Eye Size: 58 ⓘ
* Collection: ⓘ * Temple: 140 ⓘ B: 29.0 ⓘ
* Model: SLR-626 ⓘ Shape: ⓘ ED: 61.0 ⓘ
UPC: * Material: Drilled Rimless ⓘ * DBL: 17 ⓘ
SKU:

- g. Continue through remaining screens until you receive notification Lab Order Modification Successful.

Lab Order Modification Successful

Order number was successfully modified.