

OneSight IT Operations

Med Referrals
Coordinators
User Guide



ONESIGHT

EssilorLuxottica Foundation

Overview

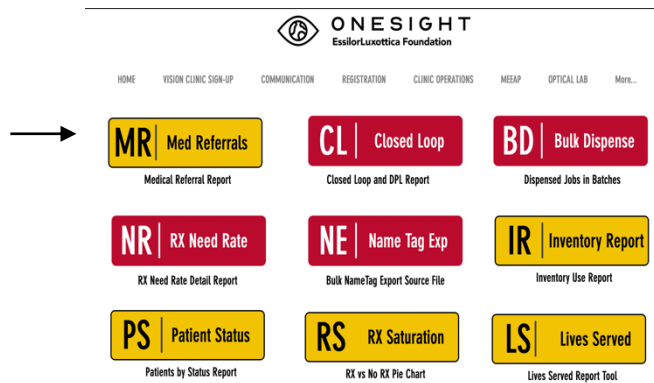
This document details the steps required to access the Medical Referral report. This report should only be accessed by the Clinic Coordinator or those who are told to do so.

Access


To access the Medical Referral report page please navigate to www.onesightclinics.org. At the top of the page click on the option for “Coordinators”. It will be under the “More” section as seen below:



On the admin page you will select the option for “Med Referrals” as seen below.



You will now see the system access login page. Enter your login credentials and click on “Login.”



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System Access *Version 6.0*

User Name:

Password:

Enter your project specific login and password.
Logins expire at the end of the project.

LOGIN

Medical Referral Report

You will now be brought to the “Medical Referral Report” search page. Here you will see a few different fields/dropdowns.

Clinic Name – The clinic you are assigned to. This cannot be changed.

Exam From Date – Enter the date for the start of the range you want to search.

Exam To Date – Enter the date for the end of the range you want to search

Medical Referral – Drop down with the option of Yes or No.



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Digital Clinic

Medical Referral Report

Version 6.0

Clinic Name

2020-NA-United States-TRAINING ▾

Exam From Date:

Exam To Date:

MEDICAL REFERRAL

Yes ▾

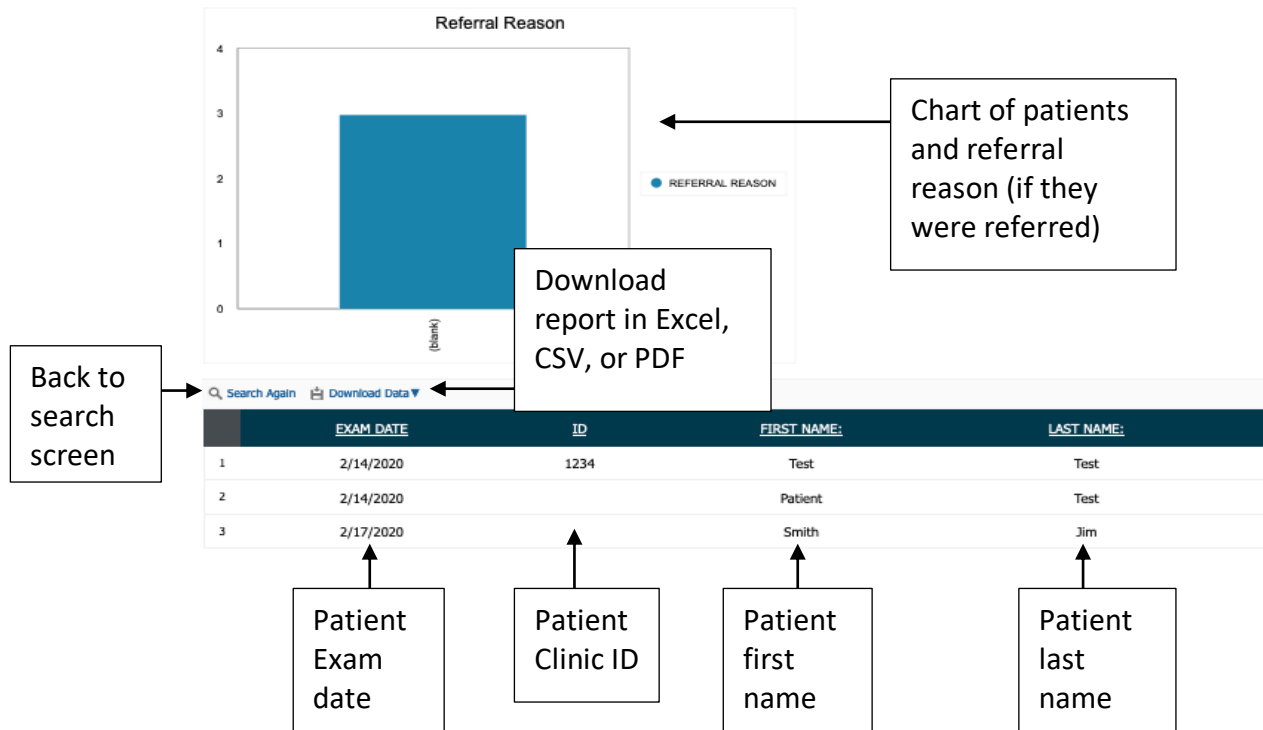
SEARCH

CLEAR FORM

LOG OUT USER

Once you have selected your search criteria, click on the blue button at the bottom labelled "Search."

You will now be brought to Medical Referrals reporting page. This will display all patient results from your search criteria.



SCHOOL NAME	REFERRAL REASON	FINAL RX NOTES	FOLLOW UP CARE NOTES	
Test Environment				Edit
Test Environment				Edit
Test Environment				Edit

Callout boxes below the table identify the columns: 'Name of School, Group, or Community' points to SCHOOL NAME; 'Referral reason' points to REFERRAL REASON; 'Final RX notes' points to FINAL RX NOTES; 'Follow up care notes' points to FOLLOW UP CARE NOTES; and 'Edit patient' points to the Edit button.

The top left of the page will show a chart with the number of patients and their referral reason. Below that will be two buttons. One for “Search Again” that will take you back to the search screen and another button for “Download Data.” This will allow you to download the report in Excel, CSV, or PDF format. Below that is the report with the following information on each patient.

Exam Date – The date the patient’s exam was done.

ID – The patient ID. This is the number used with pre-printed labels or a unique identifier for the patient.

First Name – The patient’s first name.

Last Name – The patient’s last name.

School Name – The name of the School, Group, or Community the patient is a part of.

Referral Reason – Note of why the referral was made.

Final RX Notes – Notes from the doctor about the final RX.

Follow Up Care Notes – Notes to the patient about following up.

Edit

If this report has any information that needs to be added, removed, or changed you can quickly do so by clicking on the “Edit” button found to the right of each patient.

Once you click on “Edit” you will be able to change every field found in the patient report. Once you have changed what you need to change you can click on “Update” to update the patient’s record or “Cancel” if you want to cancel the changes you have made.



	EXAM DATE	ID	FIRST NAME:	LAST NAME:
1	02/14/2020	1234	Test	Test

SCHOOL NAME	REFERRAL REASON	FINAL RX NOTES	FOLLOW UP CARE NOTES	
Test Environment				UPDATE CANCEL