



OneSight

Searching for a Patient

# OneSight IT Operations

Searching for a Patient  
Clinic Operations  
User Guide

## Overview

This document will go over the process of using iPads at all operation stations on a clinic. Pretest applications include Visual Acuity, Color & Depth, AR, Dilation, Neutralization, Tonometry, Kaleidos, Eye Health Check, Muscle Balance, and PD. All of these applications as well as the OD stations will be accessed the same way.

## Access

To access the pretest applications please unlock your iPad and launch the “Clinic Operations” application on the home screen.



In addition to clicking on this app you can also navigate to [www.Onesightclinics.org](http://www.Onesightclinics.org) and select “Clinic Operations” from the top.

Once you launch this application, you should be redirected to a page listing every station found at the clinic. Please select the option relating to the station you will be working at. Below are a few examples of what those options will look like.

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### PRE TEST APPLICATIONS

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**VA** | Visual Acuity

**CD** | Color & Depth

**AR** | Auto Refractor

**IP** | Pressures IOP

**DL** | Dilation

**NU** | Neutralization

After this you will be prompted to enter a login. Please enter in your login that was created for the clinic. If you do not have a login please refer to the “Create a Login” training for instructions on creating a login. If someone is already logged in and it is not you, **PLEASE** log out. It is very important to always be logged in to your account so we can accurately track patients.

Once you have logged in, you will be directed to a page that you can search for the patient. The easiest way to do this is to tap on the field labelled “Personal ID” or “Clinic ID Number” depending on the label that they have. The label is generally located on their shoulder but could also be on their chest or upper back. Below is an example of what the labels may look like.

The image displays the OneSight Cloud Digital Clinic search interface and two examples of patient labels. The interface includes the following fields:

- Clinic ID Number:** Barcode
- First Name:** Full or Partial.
- Last Name:** Last Name
- Clinic Name:** 2019-US-OH-Kent
- Personal ID:** Scan or Enter ID
- Group:** Any
- Active User:** TRAIN

A large **SEARCH** button is located at the bottom of the form. Two patient labels are shown with arrows pointing to the 'Barcode' and 'Personal ID' fields in the search interface:

- Label 1:** OneSight logo, barcode (219048), name: donald, duck, PHOTO: No, DILATE: No, Detroit 2018.
- Label 2:** OneSight logo, DAY 9, name: India 2019, barcode (19IND9496).

Once you tap on the Clinic or Personal ID field, the keyboard on the iPad will pop open. However, you will not use the keyboard and instead you will tap on the icon seen below to open up the scanner.



When you tap on this, the camera should open up on the iPad allowing you to scan a barcode. If this option is not on the keyboard please reach out to your IT captain for assistance.

You will now scan the barcode found on the patient's name tag. If you are unable to locate the barcode or are having troubles scanning it, you may type in their ID manually or search by their first and last name.





On the label above, “19IND9496” would be the personal ID as 219048 would be a clinic ID. The barcode above that is what you will scan with the barcode scanner on the keyboard. Once you scan the barcode, depending on the scanner’s settings, it will either automatically search or you may have to select the “Search” button at the bottom of the screen. If you would like to change these settings, please reach out to your IT captain for assistance.

This should now bring up the application for the station you chose. Please refer to the training document on the station you are working for more information.