OneSight
IT Operations

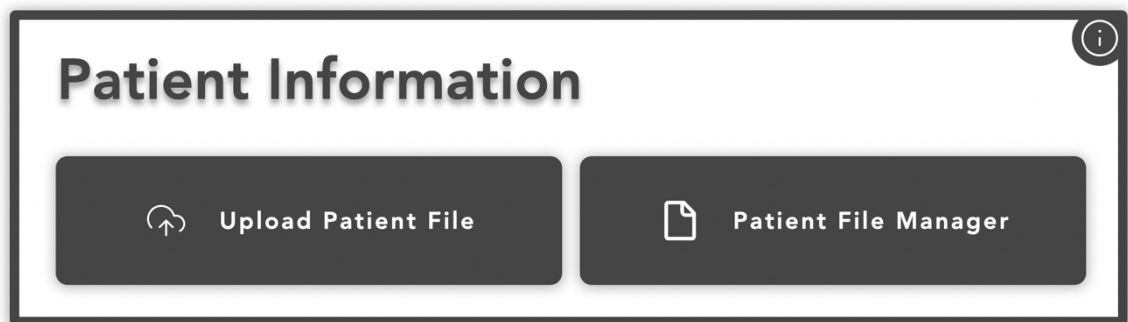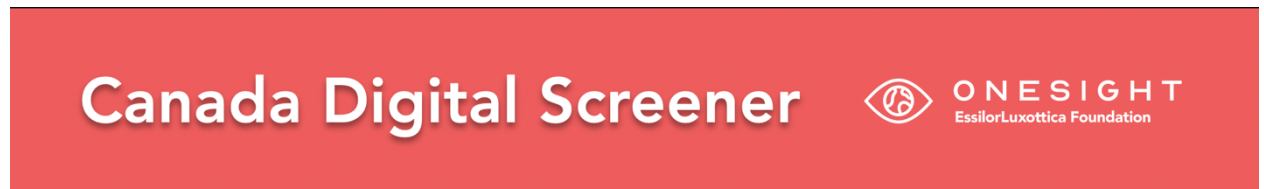Patient File Manager

Canada

User Guide

ONESIGHT
EssilorLuxottica Foundation

Overview

This document will go over the process of using the Patient File Manager application in the Canada system.
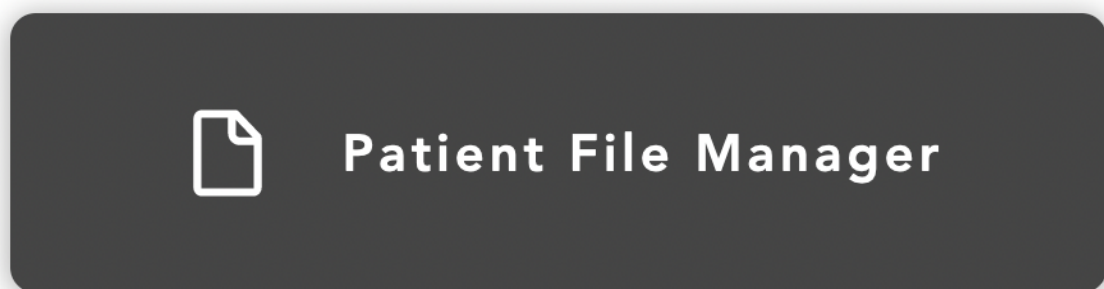
Access

To access the Canada system, navigate to https://www.onesightclinics.org/canada-screener.

Once the page loads you will be brought to the "Canada Digital Screener" home page. Here you will see all of the applications for the Canada system.

For the training we will be looking at "Patient File Manager" under the "Patient Information" section. Click the button to launch.

You will now be on the "Patient File Update" search page. Here you will be able to search by the following fields:

First Name – The patient's first name.

Last Name – The patient's last name.

File Number – The patient's file number.

DOB – The patient's date of birth.

Once you have filled out your search criteria, click the "Search" button.

Select Patient Below to View or Update Master File.

		FIRST NAME	LAST NAME	PATIENT UNIQUE ID	SCHOOL NAME
1	☐	Brad	Maxwell	BMaxwell02/24/1975	Ridgemont
2	☐	Brian	Maxwell	BMaxwell09/14/2022	22
3	☐	Brady	Smith	BSmith10/21/1996	Smith High

🔍 Search Again   💾 Download Data▼   ✕ Delete   ✏ Edit   ▦ Grid Edit

Show per page   25 ∨

Records 1-3 of 3

If the patient is not listed you can create a new file here.

DOB	GRADE	HOMEROOM	
2/24/1975	12	123	🔁 View Details ✏ Edit ✕ Delete
9/14/2022	22	22	🔁 View Details ✏ Edit ✕ Delete
10/21/1996	MD	12	🔁 View Details ✏ Edit ✕ Delete

You will now see results based off of your search criteria. This report will display the following column's:

First Name – The patient's first name.

Last Name – The patient's last name.

Patient Unique ID – The patient's unique ID.

School Name – The patient's school name.

DOB – The patient's date of birth.

Grade – The patient's grade.

Homeroom – The patient's home room.

You may edit any of these fields using the "Edit" button found to the right of each patient. You may also use the checkboxes to the left, and do a bulk edit using the "Edit" button at the top.

If you wish to see more information about the patient, click the "View Details" option to the right of the patient.

Canada Patient File Update

File Admin Data

Patient Unique ID
BMaxwell02/24/1975

Date File Created: **Record Created Date**
9/14/2022   9/14/2022

Personal Information

File Number   CAN001

First Name   **Last Name**
Brad   Maxwell

Birthday   **Age**
02/24/1975 📅   47

School Information

School Name   **Grade**
Ridgemont   12

Homeroom   **Teacher**
123   Mrs Miller

UPDATE   **BACK**

Once you have viewed the details of a selected patient, you may update any of the text fields as well as reference when their file was created. Click the "Update" button at the bottom when you are done or click the "Back" button to go back without saving.

If the patient is not listed you can create a new file here.

If you searched for a patient and they are not found, you can use the "here" hyperlink to create a new patient file.

When creating a new patient file, you will need to fill out the following fields:

Student ID – The patient's student ID number.

First Name – The patient's first name.

Last Name – The patient's last name.

Birthday – The patient's birthday.

Age – The patient's age.

School Name – The patient's school name.

Grade – The patient's grade.

Homeroom – The patient's homeroom.

Teacher – The patient's teacher.

Screen Date – The date the patient was screened.

Once all of the required fields have been filled out, you can click the "Submit" button at the bottom and you are done!