OneSight

Patient Recap

OneSight
IT Operations

Patient Recap

Admin

User Guide

Jan-2020

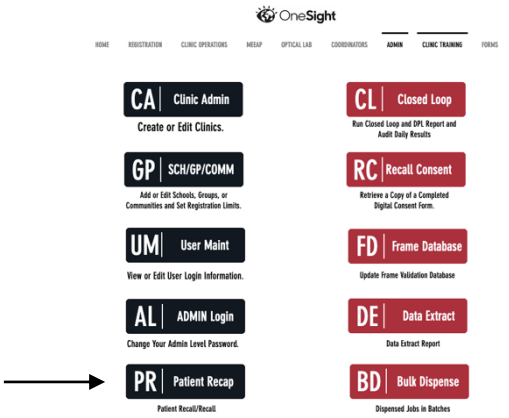
Overview

This document details the steps required to recall a patient's clinic information. This process should only be done by clinic managers or those given the task to do so.

Access

To access the Patient Recap page please navigate to www.onesightclinics.org. At the top of the page click on the option for "Admin" as seen below.

On the admin page you will select the option for “Patient Recap” as seen below.



You will now see the admin login page. You will only be able to login here using admin credentials. Please enter in your admin username and password and click on “Login”

Next, you will be on the “Exam and Refraction” page. Here you will be able to search for a patient by the following fields.

Clinic ID Number– The unique ID given to the patient.

First Name – Type in the first name of the patient.

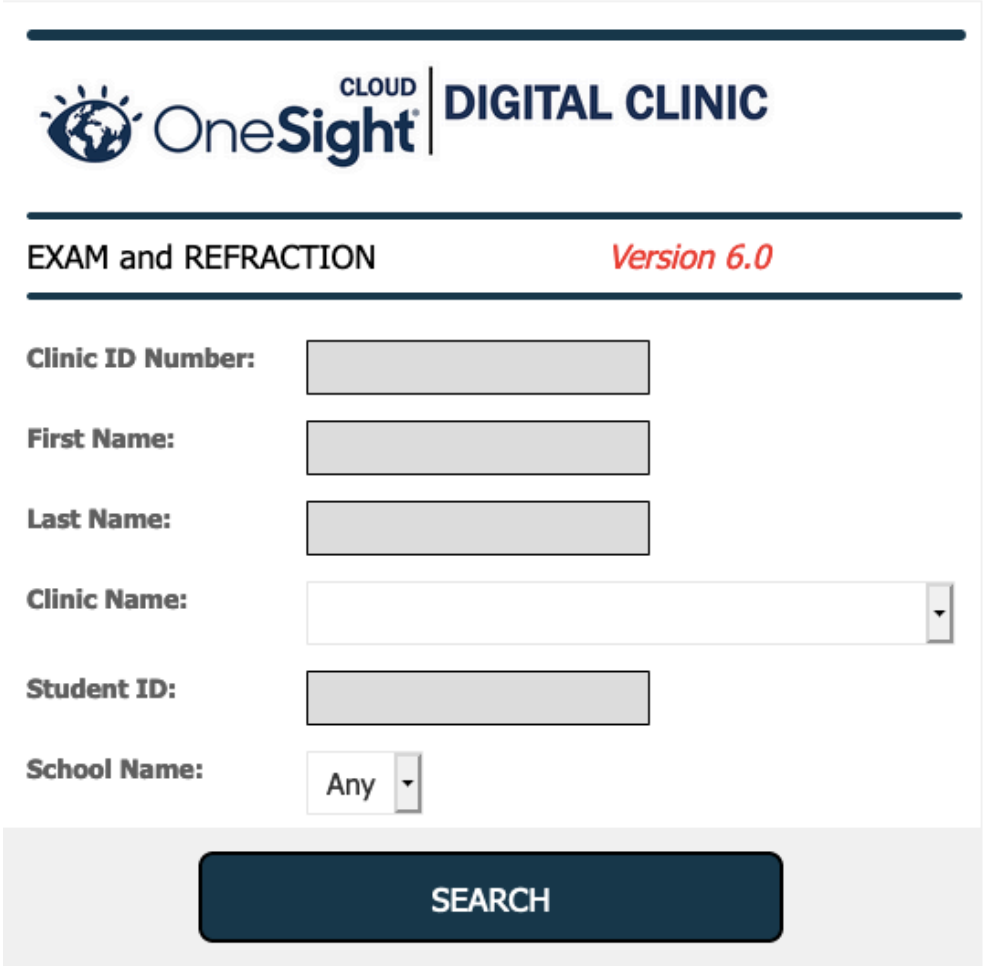
Last Name – Type in the last name of the patient.

Clinic Name – Dropdown with a list of all OneSight clinics.

Student ID – The patient ID of the patient. This may be a student or government ID.

School Name – Dropdown with a list of all school, groups, and communities for the clinic you chose.

After you have filled in the patient information you can click the blue button at the bottom labelled “Search.”



You will now be brought to the search results page. This will list every patient relative to your search criteria. This list will have the following rows.

Clinic – The name of the clinic.

Personal ID – The personal ID for the patient.

Clinic ID – The unique clinic ID for the patient.

First Name – The patient's first name.

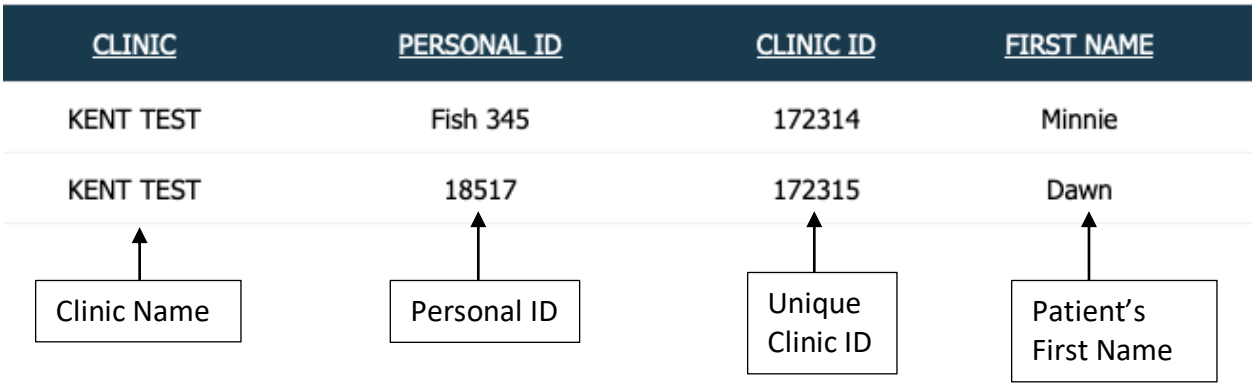
Last Name – The patient's last name.

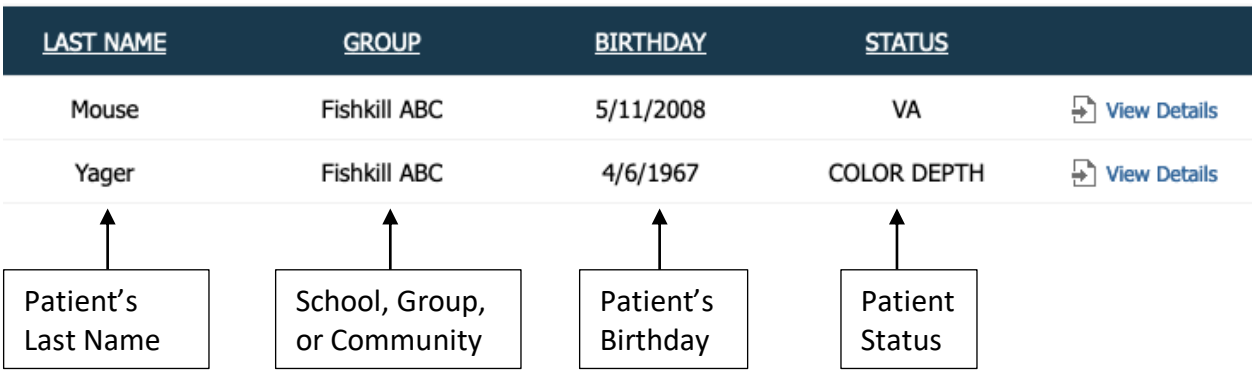
Group – The school, group, or community the patient is a part of.

Birthday – The patient's birthday.

Status – The status the patient is currently in.

There is also a button at the top left labelled "Search Again" if you would like to go back to the search page.

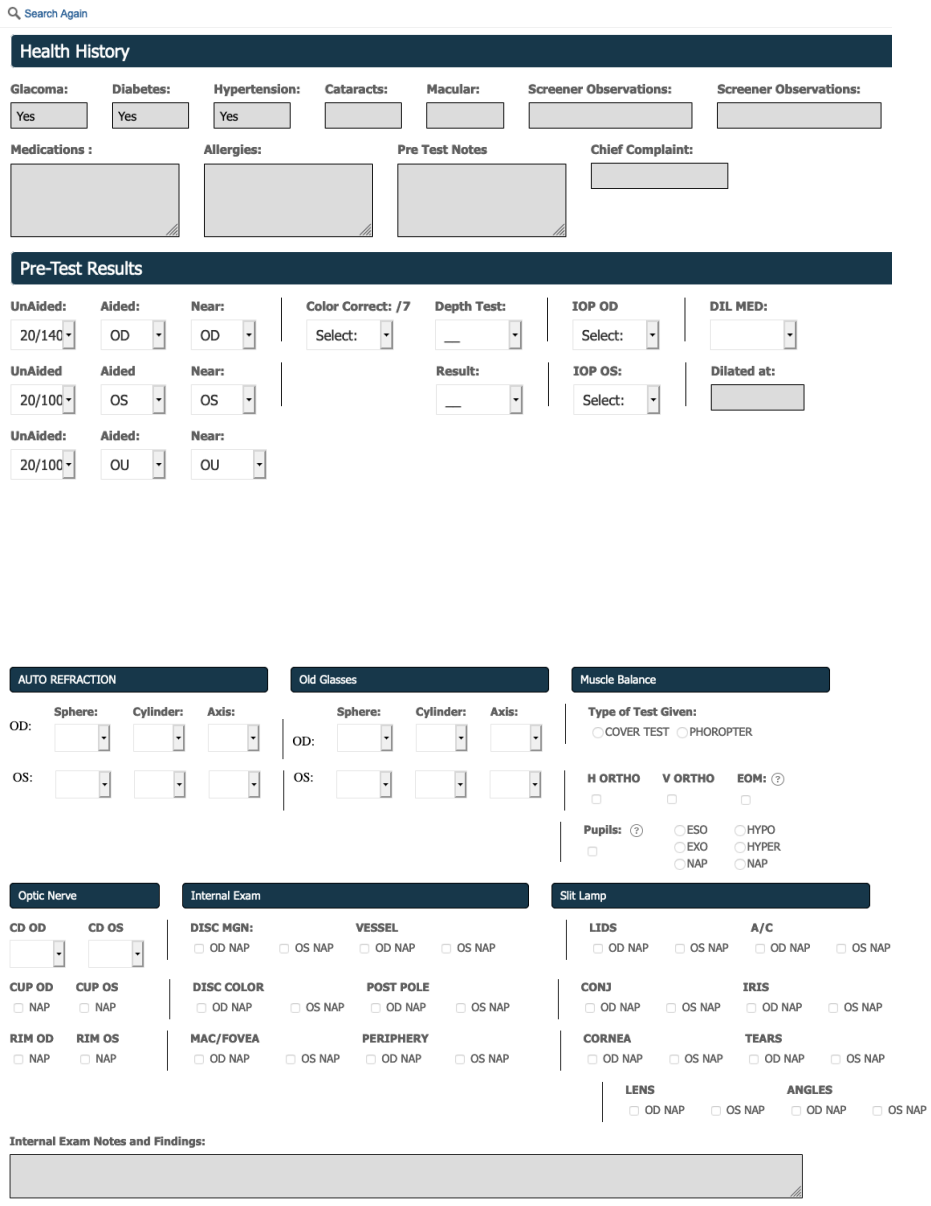




Once you have found the patient you want to see, click on the “View Details” button found at the far right.

Patient Recap

You will now be on the patient recap screen for the patient you chose. Here you will be able to see all of the information we have about this patient. This information has been taken from registration, pre-test, exam, and product selection and cannot be changed as it is simply for reference. Below you will see an example of what this page will look like.



Refraction and Final RX

Binocular PD:	OD Distance:	OS Distance:	OD Near:	OS Near:	SEG
Select:	32	32	Selec	Selec	Select:

Subjective Refraction

Sphere:	Cylinder:	Axis:	Prism I/O:	Prism U/D:	Add:		
Select	Selec	Selec	Select:	Select:	Selec	OD Sphere	OD TO OS
Select	Selec	Selec	Select:	Select:	Selec	Final RX	

Import Subjective Refraction to Final RX

Exam Date:

	Sphere:	Cylinder:	Axis:	Prism I/O:	Prism U/D	Add:	Sph Eqiv	Final VA:	
OD:	Select:	Select:	Selec	Select:	Select:	Select:			20/20
OS:	Select:	Select:	Selec	Select:	Select:	Select:			

Wear Instructions & RX Type

RX YEARS * ○ 1 Year ○ 2 Years

RX EXPIRE DATE *

Job Status Date: * 03/21/2019

Examining OD: Maxwell

RX Prescribed? *

JOB STATUS: VA

Primary Diagnosis:

Prescribe Glasses * Select

Referral *

Reason

Product 1 * Select:

Wear Instructions *

Lens Selection: No options available

Product 2

Wear Instructions: Select

Lens Selection: No options available

FINAL RX NOTES: Notes here are internal only and for referral details.

NOTE TO PATIENT: Notes here will print on the letter taken home to parents.

Registration Data

Gender	Picture Consent?	Dilate Consent?	Has the Student worn glasses before?
	Yes	Yes	Yes

Product Data

RX1 Frame **RX1 Dispensed** **RX2 Frame** **RX2 Dispensed**

802807335589

Sun Provided **RMP 1** **RMP 2**

R2C 1 Frame **R2C 1 OD Lens** **R2C 1 OS Lens**

R2C 2 Frame **R2C 2 OD Lens** **R2C 2 OS Lens**

UPDATE BACK

Once you have gotten the information that you need from this page you can either select “Update” or “Back” at the bottom of the page or click on “Search Again” at the top left of the page.