



OneSight

Clinic Reporting

OneSight IT Operations

Clinic Reporting

Coordinators

User Guide

Overview

This document goes over the process of checking the Clinic Patient Results chart on the coordinator page and ensuring the data is accurate and makes sense. Many times, the data taken from clinic could have been put in wrong resulting in inaccurate data. It is important that all patient records are as accurate as possible to show off what OneSight really does.

Access

To access the Clinic Patient Results chart please navigate to www.onesightclinics.org. At the top of the page click on the option for “Coordinators” as seen below.



The screenshot shows the top navigation bar of the OneSight website. The navigation links are: HOME, REGISTRATION, CLINIC OPERATIONS, OPTICAL LAB, COORDINATORS, ADMIN, and CLINIC TRAINING. An arrow points down to the 'COORDINATORS' link.



Charitable Vision Clinics

OneSight is an independent non-profit providing access to quality vision care to underserved communities worldwide.

Learn more at www.onesight.org

Once you are on the Coordinators page, scroll down to the bottom and you will see all of the clinic reporting data.

Charitable - Daily



Year: 2020

OneSight Region: All

Clinic Name: 2020-NA-United States-Dallas, TX (PV)

Clinic Patient Results - Daily

Day	Total Registered	Lives Served	RX Prescribed	No RX	No Show	Medical Referrals	Incomplete
2/19/2020	98	98	79	19	0	4	0
2/20/2020	118	98	69	29	0	4	0
2	216	196	148	48	0	8	0

The chart we are going to want to reference is “Clinic Patient Results – Daily.”

If you reference the chart above you can see that there were 216 patients registered for the two days of clinic, 196 lives served, 148 RX Prescribed, 48 No RX, and 8 Medical Referrals. If we add up the numbers from RX Prescribed and No RX it should equal the lives served number, which it does. ($148 + 48 = 196$)

However, there were 216 registered so the remaining 20 ($216 - 196 = 20$) should be marked as No Show or Incomplete, which they are not. To fix this we are going to need to login to the Closed Loop application. If you are not sure how to access or login to Closed Loop, please reference the Closed Loop training document.



Closed Loop and DPL Report

Once you are on the report search page click on the blue button at the bottom labelled “Search” to bring up a report of all patients for the clinic.

The screenshot shows the 'Closed Loop/DPL' search interface for OneSight Digital Clinic, Version 6.0. The form is organized into several sections. The top section contains filters for Clinic Name (set to '2020-NA-United States-Dallas, TX (PV)'), School Name (set to 'ANY'), Patient Status (set to 'ANY'), an 'IGNORE NO SHOWS' checkbox (unchecked), and Lab (set to 'All'). Below these are date pickers for 'Test Date Start' and 'Exam Date End'. The next section, 'Lookup Individual Patient', includes input fields for 'RECORD NUMBER', 'First Name', and 'Last Name'. A large blue 'SEARCH' button is positioned below the individual patient lookup fields. At the bottom of the form are two buttons: 'CLEAR FORM' and 'LOG OUT USER'.

CLOUD OneSight DIGITAL CLINIC

Closed Loop/DPL *Version 6.0*

Clinic Name 2020-NA-United States-Dallas, TX (PV) ▼

School Name ANY ▼

Patient Status ANY ▼

IGNORE NO SHOWS ☐

Lab All ▼

Test Date Start [Date Picker]

Exam Date End [Date Picker]

Lookup Individual Patient

RECORD NUMBER [Text Input]

First Name: [Text Input]

Last Name: [Text Input]

SEARCH

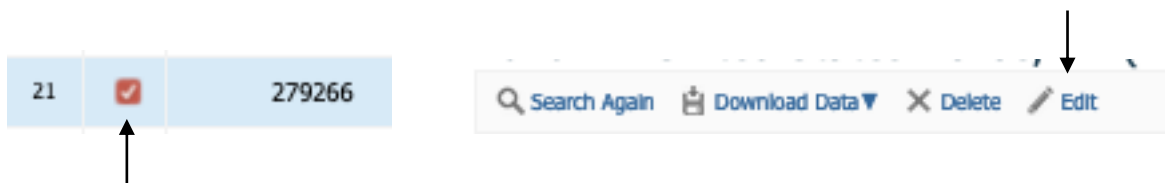
CLEAR FORM **LOG OUT USER**

You will now be on the search results page listing every registered patient from this clinic.

We’ve already determined that the incorrect numbers are related to patient’s not showing as “No Show” so, let’s find patient’s in this status. The easiest way to do this is to reference the “Patient Status” column in the report.

<u>PATIENT STATUS</u>	<u>PICTURE CONSENT?</u>	<u>RX?</u>	
NO SHOW	Yes	NO SHOW	← CORRECT
NO SHOW	No		← WRONG

In the screenshot above I have found two patients with “No Show” patient status but one does not have it as the RX status. If the patient does not have “No Show” as the RX status it will not show in reporting. To change the RX status, click on the check box found all the way to the left of this specific patient, then at the top of the screen click on the “Edit” button. **It’s important to note that you can select multiple patient’s at once using the checkbox feature. Please use this to your advantage to save yourself a lot of time!**



Editing 19 Record(s)


RECORD NUMBER	<Multiple Values>
ID	<None>
<input checked="" type="checkbox"/> School Name	Academy of Dallas Vernon C
Last Name:	<Multiple Values>
First Name:	<Multiple Values>
Picture Consent?	<Multiple Values>
<input type="checkbox"/> Patient Status *	NO SHOW
<input type="checkbox"/> RX? *	
<input type="checkbox"/> Exam Date	02/20/2020
Frame Sku	<None>
<input type="checkbox"/> SHUTTLE JOB	<input type="checkbox"/>
<input type="checkbox"/> Lab	
<input type="checkbox"/> IEE SERVER	

Cancel
Update

Now, the edit (or bulk edit) window will pop up allowing you to change the record(s) you chose. As you can see above, the patient status shows as “No Show” on all of these records but the RX status is blank. Click the dropdown next to RX and select “No Show.” Click on the blue button at the bottom left labelled “Update” and the records will change to the correct RX status. Go through the report again and ensure that all patient RX status fields are filled in and then you will be done.

The chart on the Coordinator page that we referenced updates overnight so you will not see an immediate change. However, you can see the screenshot below and now all of our numbers in this example match!

Clinic Patient Results - Daily							
Day	Total Registered	Lives Served	RX Prescribed	No RX	No Show	Medical Referrals	Incomplete
2/19/2020	98	98	79	19	0	4	0
2/20/2020	118	98	69	29	20	4	0
2	216	196	148	48	20	8	0



The most important thing when checking the patient results chart is that the numbers add up and make sense. This is just one example of what could be wrong in the reporting, but is one of the most common examples.