

# OneSight IT Operations

Patient Status  
Coordinators  
User Guide



**ONESIGHT**

EssilorLuxottica Foundation

## Overview

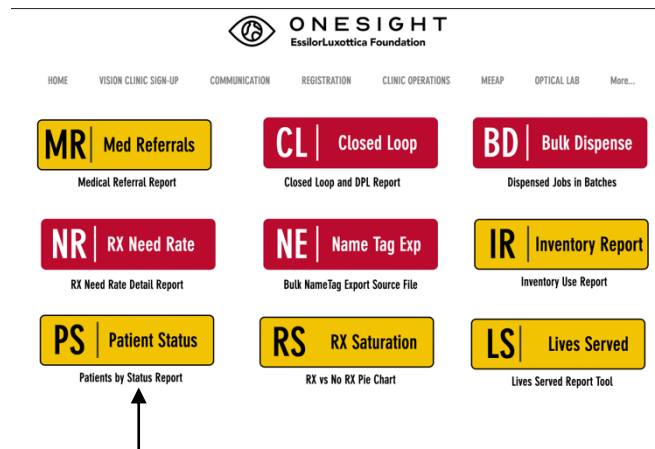
This document details the steps required to access the Patient Status report. This report should only be accessed by the Clinic Coordinator or those who are told to do so.

## Access

To access the Patient Status report page please navigate to [www.onesightclinics.org](http://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 “Patient Status” 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*

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User Name:

Password:

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

**LOGIN**

## **Patient Status Report**

You will now be brought to the "Patient Status Report" search page. Here you will see a few different fields/dropdowns.

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

**Begin Date** – Enter the date for the start of the range you want to search.

**End Date** – Enter the date for the end of the range you want to search



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Digital Clinic

Patient Status Report

*Version 6.0*

**Clinic Name**

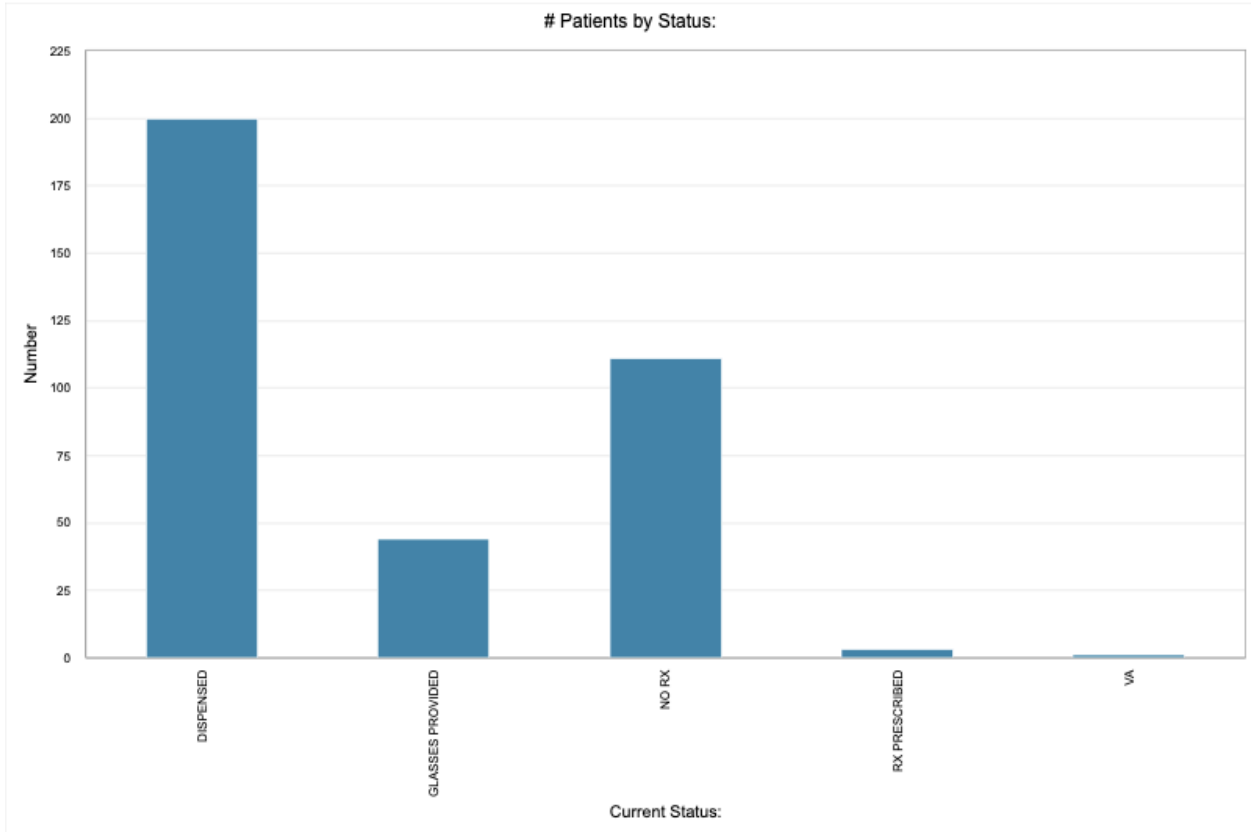
2020-NA-United States-TRAINING ▾

**Begin Date**

**End Date**

**SEARCH**

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



	<u>FIRST NAME:</u>	<u>LAST NAME:</u>	<u>GRADE</u>	<u>RECORD NUMBER</u>
1	Test	Test	9th	278870

<u>GROUP</u>	<u>THIS IS ACTUALLY PATIENT STATUS</u>	<u>JOB STATUS DATE</u>
Test Environment	RX PRESCRIBED	2/14/2020
Test Environment	RX PRESCRIBED	2/14/2020

You will now be on the report page. At the top you will see a chart showing patients by status. Please review this chart and make sure it seems accurate and makes sense. Below that you will see multiple fields. These are for reference only and cannot be changed from here.

**First Name** – The patient’s first name.

**Last Name** – The patient’s last name.

**Grade** – The grade the patient is in.

**Record Number** – The patient’s record number.

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

**This is Actually Patient Status** – The status the patient is currently in.

**Job Status Date** – The date the patient was put into the current status.