

OneSight IT Operations

Reprint Letter

Admin

User Guide



ONESIGHT

EssilorLuxottica Foundation

Overview

This document will go over the process of accessing and using the “Reprint Letter” application in the “Admin” section.

Access

To access the “Reprint Letter” application, please navigate to www.onesightclinics.org. At the top of the page click on the option for “Admin”. It will be under the “More” section as seen below:



On the admin page you will select the option for “Reprint Letter” as seen below



Reprint English Letter (RX)

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"



ADMIN LOGIN REQUIRED *Version 6.0*

User Name:

Password:

You are attempting to access an area of the system that is for **AUTHORIZED USERS** only. You must have an ADMIN LEVEL Login to proceed.

LOGIN

After you login, you will be brought to the Patient Letter search page.



PATIENT LETTER ENGLISH *Version 6.0*
***** **ADMIN ACCESS ONLY** *****

Clinic ID Number:	<input type="text" value="Barcode"/>
First Name:	<input type="text" value="Full or Partial"/>
Last Name:	<input type="text" value="Last Name"/>
Birthday:	<input type="text" value="MM/DD/YYYY"/>
Clinic Name:	<input type="text" value="Any"/>
Student ID:	<input type="text" value="Internal - Not Barcode"/>
School/Community:	<input type="text" value="Any:"/>
Active User:	LukeB

SEARCH

You will be able to search by the following fields.

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

First Name – The patient’s first name.

Last Name – The patient’s last name.

Birthday – The patient’s birthday.

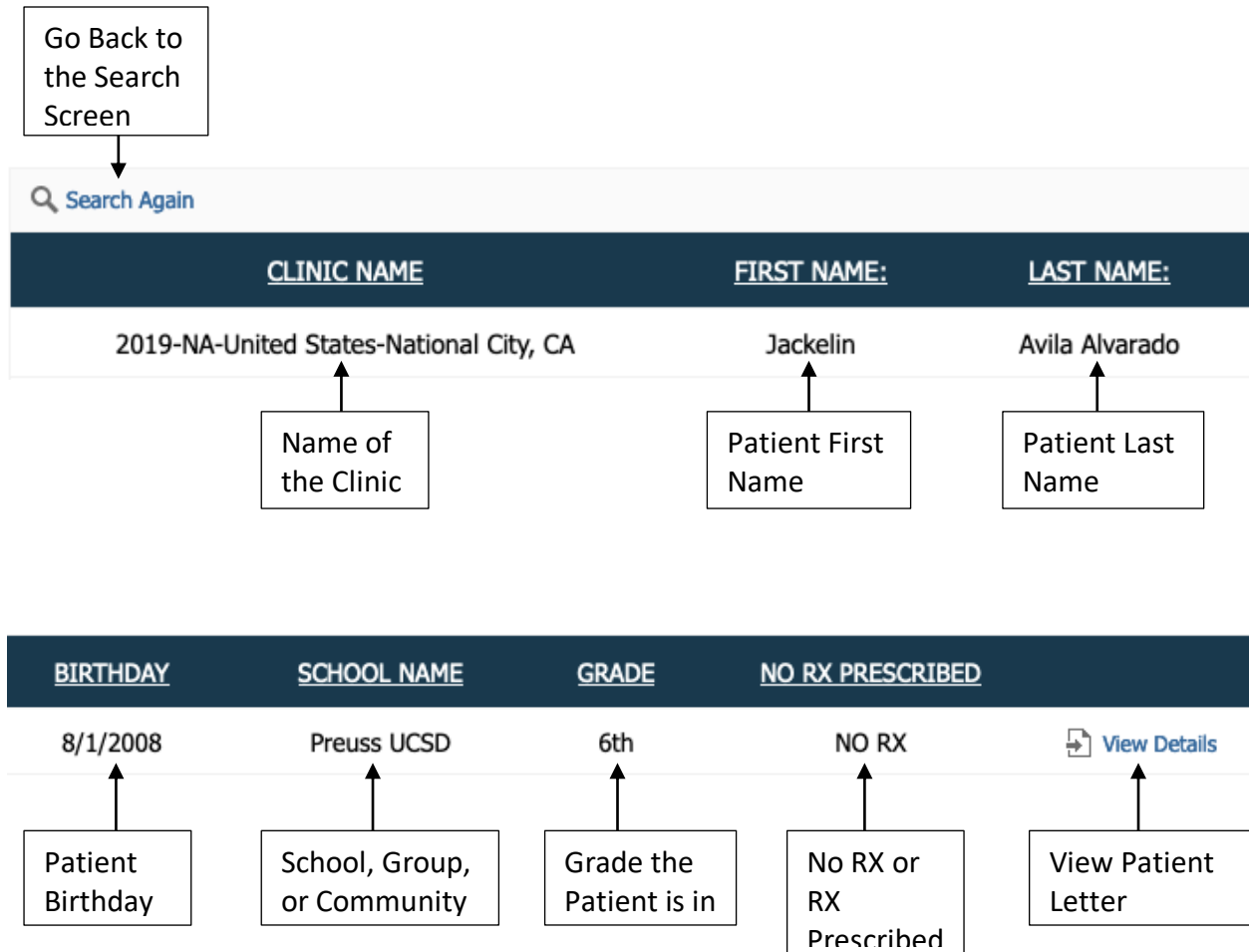
Clinic Name – Dropdown with a list of all OneSight clinics.

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

School/Community – The school, group, or community the patient was a part of.

Once you have filled in the search criteria you can click on the blue button at the bottom labelled “Search.”

Depending on the search, you will either be brought to a page displaying all results from your search criteria or you will be brought directly to the patient’s letter.



If you are brought to the search results page, you will see the following columns. There is also an option to search again at the top left.

Clinic Name – The name of the clinic.

First Name – The patient’s first name.

Last Name – The patient’s last name.

Birthday – The patient’s date of birth.

School Name – The name of the patient’s School, Group, or Community.

Grade – The grade the patient is in.

No RX Prescribed – RX prescribed or no RX prescribed for patient.

Once you have found the patient you want to view, click on “View Details” found to the right of the patient.

Patient Letter

You will now be brought the patient letter for the patient you searched or chose from the list.



Patient: Brad Maxwell
From: Brads School

A Licensed independent optometrist performed an eye exam on the above patient at a Onesight clinic today. The Results of the Exam are:

Glasses prescribed to be worn full time

The above patient received a dilated fundus exam as part of the eye examination performed by a licensed optometrist. A dilated fundus exam is a thorough exam of the peripheral retina aided by the use of topical dilating eye drops. This procedure is used to diagnose abnormalities of the retina such as detachments, tears, tumors, infections, hemorrhages and genetic abnormalities. The dilating drops will leave the pupils dilated for approximately four hours. During this time the patient may experience blurry vision and light sensitivity. Reading may be difficult during this time period.

Notes from the Doctor:

* Due to the charitable nature of this program, OneSight does not provide any breakage protection warranty on the glasses. OneSight will not replace glasses that are lost, stolen, or broken.
* All of our children's glasses (12 years of age and under) include protective polycarbonate lenses which offer the greatest impact resistance available today. No lenses are unbreakable or shatterproof.
* Proper care of your eyeglasses is essential to keep them looking and functioning great. The following care should be taken:
Wet the lenses using tap water and dry them with a cotton towel.
Never rest the eyeglasses face down on the lenses.
Keep the eyeglasses in their case when not wearing them.
Always take the glasses on and off with two hands (this will help them stay in proper adjustment).

SPECTACLE PRESCRIPTION: Date: 04/13/2022 Expires: 4/13/2023

Sphere	Cylinder	Axis	Add	Prism In	Prism Up
+0.00	-2.25	7	+2.25	None	None
+0.00	-1.75	8	+2.25	None	None

TRAINING
111 Anywhere Street, Anywhere
12345678, 123456789

This document is what we send to the parents and explains that the exam had taken place, when to follow up, notes from the doctor, the RX of the patient, and some information about the lenses and how to care of them. Once you have confirmed this is the correct patient you will hit “Ctrl + P” (Command + P on a Mac) on the keyboard to print out the document. You will get a print out of the patient letter/Rx and the tray ticket on separate pages. If you would like to save the document as a PDF to send in an email you will hit “Ctrl + P” (Command + P on a Mac) like you would to print but you will choose the “Destination” as “Save as PDF” if you are on a Windows computer and it will download this page as a PDF. If you are on a Mac you will select the “PDF” dropdown at

the bottom left and then choose the option for "Save as PDF." Once you have printed or saved the document, you can click the blue button at the bottom labelled "Back" to go back to the search results or search page.