HOW TO HANDLE A WALK IN PATIENT

A patient with an external prescription is classified as a Walk In Patient. Prior to dispensing contact lenses or glasses, we need to enter the prescription details into Acuitas.

1. Search for the patient. If the patient doesn’t currently exist in your data base, click New Patient near the bottom of the page and enter all patient details including address, contact information, insurance information etc.

2. Click New Visit in the Patient Summary Bar to create a visit with today’s date.

3. Navigate to Patient > Visits.

4. Select Ocuco from the Staff Member Drop Down.

5. Select Final Rx from the Motivation for Visit Dropdown.

6. Select Third Party as the Origin.

7. Select the origin of the Prescription from the Third Party Origin dropdown and select the date of the prescription from the date field.

ENTERING A GLASSES PRESCRIPTION

1. To enter the prescription, navigate to Examination > Examination.

2. Click the Insert button in the Final Rx Panel.

3. Select Final Rx from the Type dropdown menu.

4. Enter the prescription into the appropriate fields.

5. Enter the prescribing Doctor’s name and date of prescription into the Notes field.
ENTERING A CONTACT LENS PRESCRIPTION

1. To enter the prescription, navigate to Examination > Examination.

2. Click the Insert button in the CL Trial/ Final Rx panel.

3. Select Final Rx from the Prescription Type dropdown menu.

4. Select the Maker to start and the list will filter as you make your selections. Continue selecting from all necessary dropdown menus.

5. Enter the prescribing Doctor’s name and date of prescription into the Fitting Notes field.

You are now ready to dispense Glasses or Contact lenses by navigating to Retail > New Dispense.