



Get the most out of

FLEX

ADVANCED PRACTICE MANAGEMENT SOFTWARE

Contact Lens User Guide

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Contact Lens Record

Creating a new contact lens record:

- Click the **'New'** button on the Patient Record
- Click **'New Contact Lens Record'**. This will open a window containing the new contact lens record.

Clinical users will initially be shown two types of test: if you see this window, please see our full Clinical guide. Without the Clinical Module, you will see the window below:

Flex™

Save Remove Lens New Lens Cancel

Contact Lens Exam: Miss Sam Heath Ref: 15951
 NHS DOB: 01/01/2000 (21 yrs)

This Examination Record Last Sight Exam Rx

Optician: Mr. Optinet Staff Member Date: 15/12/2021 Time: 08:57
 Optician: Optinet Staff Member R: +1.00 +0.25 12.0 Add: 0.00 VAA:
 Date: 14/12/2021 16:43 L: +1.00 +0.25 12.0 Add: 0.00 VAA:

Refraction Lens Fit Recall

Lenses

Supplier	Description	BOZR	TD	BVP	Cyl	Axis	Add	BOZR 2	BVP 2
R Johnson & Johnson	1-DAY ACUVUE for ASTIGMATISM	8.50	14.50						
Type	Design	Design Options		Tint	Colour	Rep. Schedule	Pack Size	Price	
Soft	Toric							£0.00	
L Johnson & Johnson	1-DAY ACUVUE for ASTIGMATISM	8.50	14.50						
Type	Design	Design Options		Tint	Colour	Rep. Schedule	Pack Size	Price	
Soft	Toric							£0.00	

Visual Acuity: Pre Visual Ac: Pre (N) Over-Refraction Corrected Rx Rx Notes

Bino	6 /	Bino	N	Sph	Cyl	Axis	Add	BVD	Sph	Cyl	Axis	Add	Apply	
Right	6 /	Right	N	Plano	0.00	0.0	0.00		Right	Plano	0.00	0.0	0.00	<input type="checkbox"/>
Left	6 /	Left	N	Plano	0.00	0.0	0.00		Left	Plano	0.00	0.0	0.00	<input type="checkbox"/>

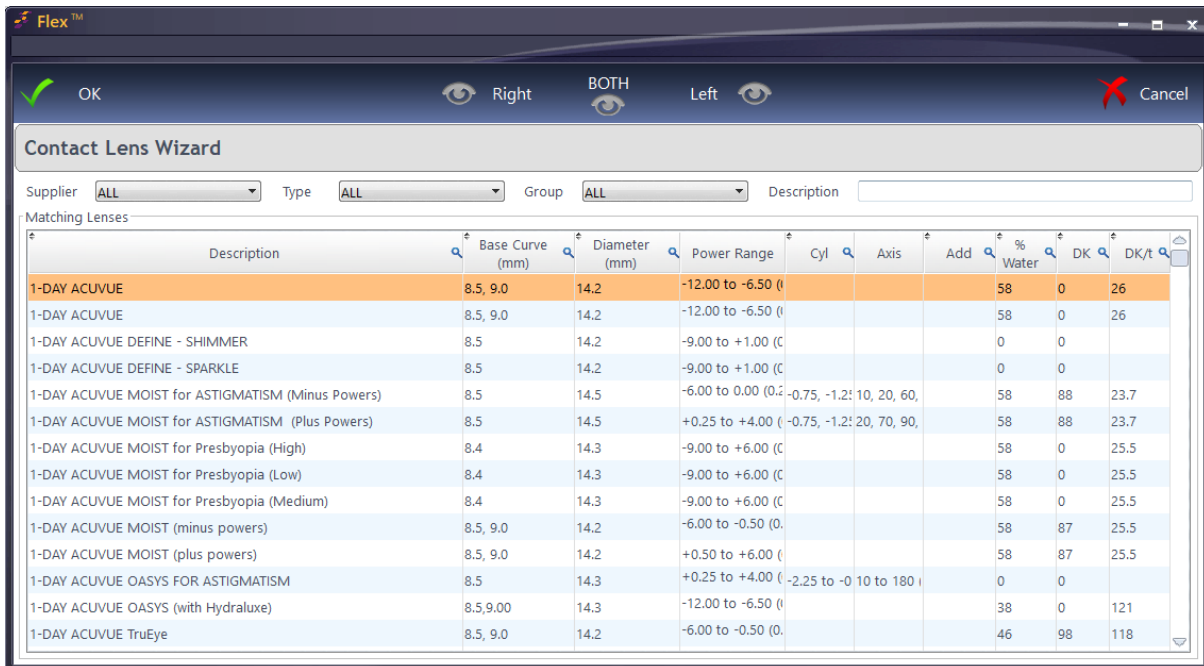
Visual Acuity: Post Visual Ac: Post (N) Toric Alignment Final Rx

Bino	6 /	Bino	N	Right	Left	Sph	Cyl	Axis	Add	Override
Right	6 /	Right	N	0°	0°					<input type="checkbox"/>
Left	6 /	Left	N							<input type="checkbox"/>

Refraction

Refraction is where you can add lenses to the contact lens record as well as details about the patient's prescription. The following screenshots show the different sections of this page.

To add new lenses, click '**New Lens**' at the top of the window. This will bring up the **Lens Wizard**. In the lens wizard, hovering the mouse over a lens will display a tooltip showing the prices for each pack size, and changing the pack size on the contact lens record will automatically update the price.



- Choose the **Supplier, Lens Type** and **Lens Group**. Lenses available will be shown under **Matching Lenses**.
- Double-click on a lens to select it for both eyes (or press **BOTH**) shown at the top of the screen. The lenses will then be shown in yellow rectangles for each eye.
- Alternatively, press **Right / Left** to select for just one eye, and then find the other lens (if relevant) and repeat the process.
- Press **OK** and the Lens Wizard will close; we will then be back to our previous screen with the lenses now populated.
- You may have to manually select the **BOZR** if multiple base curves are available for that lens.
- **BVP**, where only powers available for that lens are shown. For Toric lenses you can add in the **Cyl / Axis** and **Add**.

Bottom Half:

Visual Acuity: Pre can be entered. This is open to interpretation, but we would suggest this is Unaided. Near Vision can be entered in Pre (N)

Over-refraction can be entered for reference. To include in the Rx, tick the Apply button, which will update the Wearing / Order Rx.

Visual Acuity: Post can be entered, along with Toric Alignment for Toric Lenses, which again is open to interpretation by the CLO.

The screenshot displays the Flex software interface for a contact lens exam. At the top, there are navigation buttons: Save, Remove Lens, New Lens, and Cancel. The patient's name is Miss Sam Heath, and the exam is recorded under NHS. The examination date is 15/12/2021 at 08:57. The last sight exam was on 14/12/2021 at 16:43. The patient's DOB is 01/01/2000 (21 yrs). The refraction section shows two lenses selected: Johnson & Johnson 1-DAY ACUVUE for ASTIGMATISM for both Right and Left eyes. The visual acuity section shows 'Plano' for both eyes in the 'Pre' section. The 'Over-Refraction' section also shows 'Plano' for both eyes. The 'Final Rx' section is highlighted in yellow and shows 'Plano' for both eyes with 'Override' checkboxes.

Non-Clinical users should now head to Lens Fit

Lens Fit

The Lens Fit page allows us to graphically show how the lens sits on the eye, using the 'arrow' buttons to move the lens. We can also show the patient's **Subjective Comfort** on a scale of 1-10 using the slider. under Grading.

There are also results which can be entered for the **Tear Quality, Tear Breakup, Movement on Blink, Lag on lateral** and a drop-down for the **Push-Up Test**, separated into left and right eyes.

Any other notes can also be made in the 'Notes' box, and paragraphs can be inserted when right-clicking.



Non Clinical Users should now head to [Recall](#)

Recall

In the Recall tab, we can schedule various recalls and tasks, as well as assign the new lenses a status and make more notes if required:

Aftercare Recall - You can select a recall schedule to use and the due date for the patient to return will automatically be filled. You can manually change the amount of time using the '**Due In**' box and dropdown.

Additional Recall - You can assign an additional recall schedule to a patient by ticking 'override'.

Book Appointment - Using the **go to diary** tick box, you are able to book a patient straight in for the next appointment once the contact lens record has been saved.

Staff Tasks - A task can be created from the contact lens record, allowing you to request that lenses be ordered and appointments to be booked as well as any other notes. Ticking any of the Yes boxes will generate an auto comment. Hovering over the question mark icon will give you a preview of what the note will look like. The staff tasks are created when the record is saved.

Lens Status - The status of the lens can be selected, be it Primary, Secondary, On Trial etc. This selection will reflect on the patient's main contact lens tab on their patient record.

Px Advice & General Notes - Any other advice or notes can be added here.

Solutions - Multiple solutions can be added to the record, either by entering a barcode or by clicking the 'Add Solutions' button

The screenshot shows the Flex™ software interface for a patient named Mr Chris Gray. The interface is divided into several sections:

- Header:** Patient name 'Mr Chris Gray', NHS status, and medical conditions 'GLAUCOMA' and 'DIABETIC'. There are also star icons and a 'Ref:' field.
- This Examination Record:** Includes fields for Optician (Mr Optinet Staff Member), Date (02/01/2018), and Type (Aftercare). A 'Last Sight Test Rx' table is also present.
- Recall Section:**
 - Aftercare Recall:** Schedule (Cls), Due In (12 Months), and Due Date (02/01/2019).
 - Additional Recall:** Schedule (No Recalls) and an 'Override' checkbox.
 - Book Appointment:** Due Date (02/01/2018) and a 'Go to Diary' checkbox.
 - Staff Tasks:** Assign to staff (ALL), Order Lenses (No/Yes), App To Collect (No/Yes), and Follow Up App (No/Yes) with associated time intervals.
- Lens Status:** A dropdown menu set to 'Primary Pair'.
- Px Advice:** A text area for patient advice.
- General Notes:** A text area for general notes.
- Solutions:** A table with columns for Description and Price, and an 'Add Solutions' button.

You can now save the record.

Collections

The **contact lens collection window** offers an easy way to update the collection dates. It is accessed from the contact lens drop down menu at the top of the **patient record**.

- There are now separate collection dates for the **primary** and **secondary** pairs.
- Clicking collected will automatically skip the collection date ahead the same period as last time, or it can be adjusted manually.
- Collection dates can also be updated when collecting a contact lens order. If the order is for the patient's primary or secondary pair of lenses, the contact lens collection dates will appear when marking the order as collected and can be adjusted as necessary.

Contact Lens Home Screen

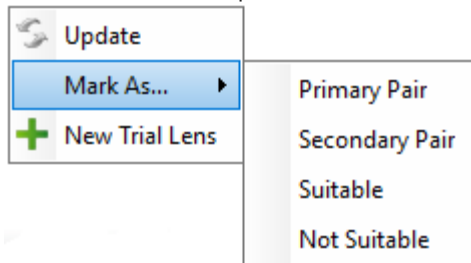
The screenshot shows the Flex Contact Lens Home Screen for patient Miss Sam Heath. The interface includes a top navigation bar with options like Home, New, Update, Message, Print, Files, Contact Lens, eGOS England, and Menu. The patient's name, NHS number, and DOB are displayed. The main content area is divided into several sections:

- Contact Lens Summary:** Shows the last visit date (16/12/2021), aftercare recall schedule (CL 12 Months), and due date (15/12/2022).
- Primary Pair:** Lists two pairs of 1-DAY ACUVUE for ASTIGMATISM lenses from Johnson & Johnson, with BOZR 8.50 and TD 14.50.
- Secondary Pair:** Lists two pairs of Biofinity XR Toric lenses from Cooper Vision, with BOZR 8.40 and TD 14.20.
- Trial Lenses:** A table showing trial lenses issued on 16/12/2021, with a status of "On Trial".
- Solutions Issued:** A table for recording solutions used by the patient.
- Px Advice:** A section for recording practitioner advice.

The contact lens home screen has been designed to show you the patient's relevant contact lens information all in one place, reducing the need to scroll back through previous records. Here you can see :

- The date of the patient's last contact lens exam and their recall due dates.
- The primary and secondary pairs of lenses the patient is currently wearing.
- Collection dates for the primary and secondary pairs.
- Any solutions being used by the patient.
- Any advice given to the patient by the practitioner.
- The patient's trial lens history and each pair's status.

You can right click on the table of trial lenses to update any of the trial lens records, quickly change their status, or add new trial lens records. Hovering the cursor over a trial lens in the table will display the Rx and general notes attached to the trial lens record in a tooltip.



If you need to view the complete contact lens record history, you can click the **"View All Contact Lens Records"** button at the top right of the home screen.

- Clicking on the "Contact Lenses" tab will then return you back to the contact lens home screen.