Version 2.0

Get the most out of

FLEX

ADVANCED PRACTICE MANAGEMENT SOFTWARE

Contact Lens

User Guide

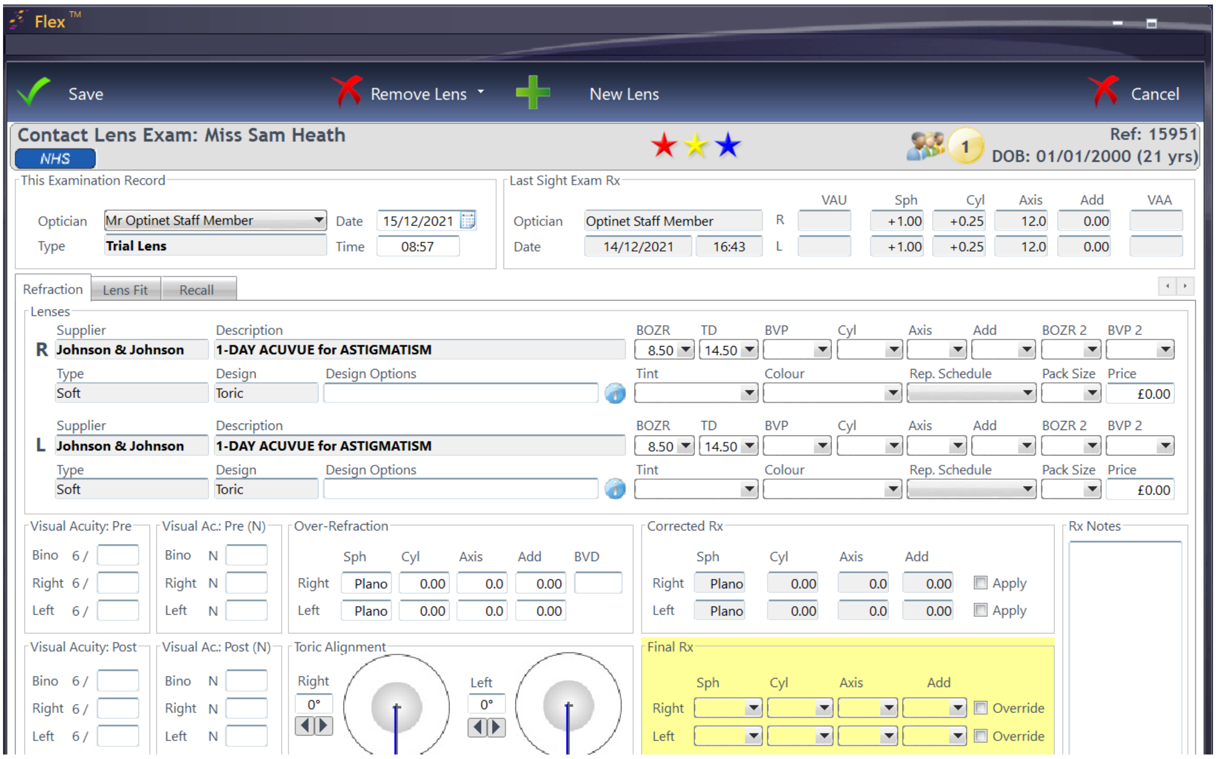
Contents

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.

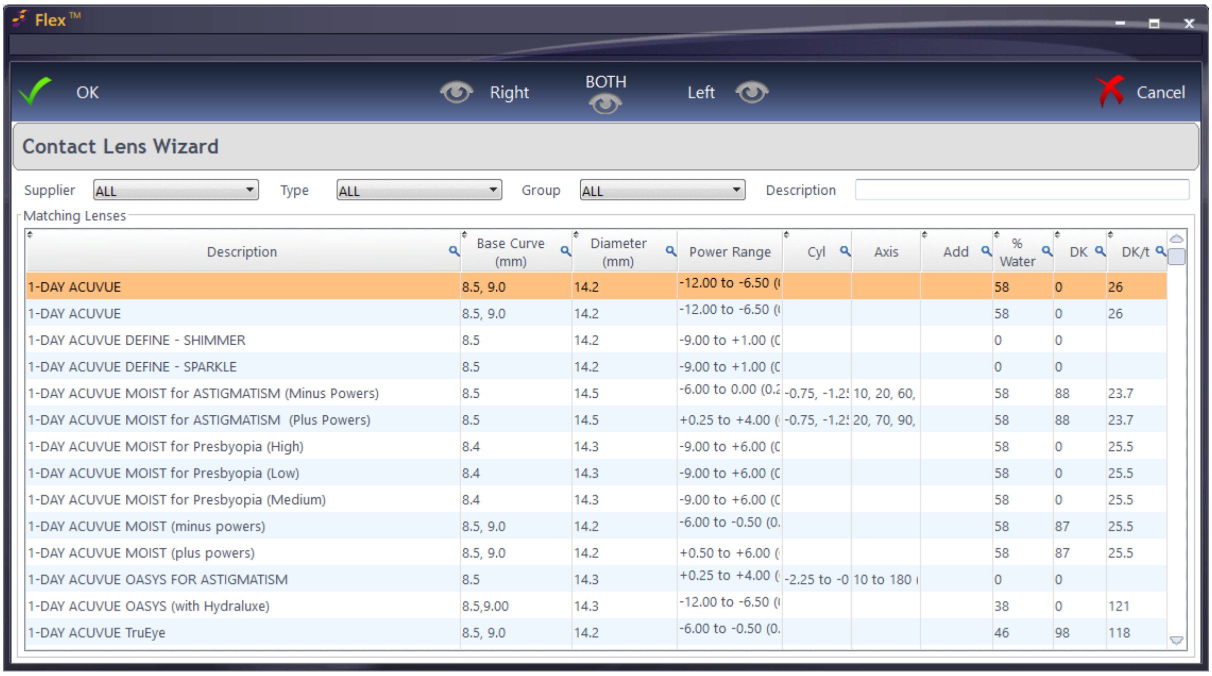
Clinical users will initially be shown two types of test: if you see this window, please see our full Clinical guide. Without the Clinical Module, you will see the window below:



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.

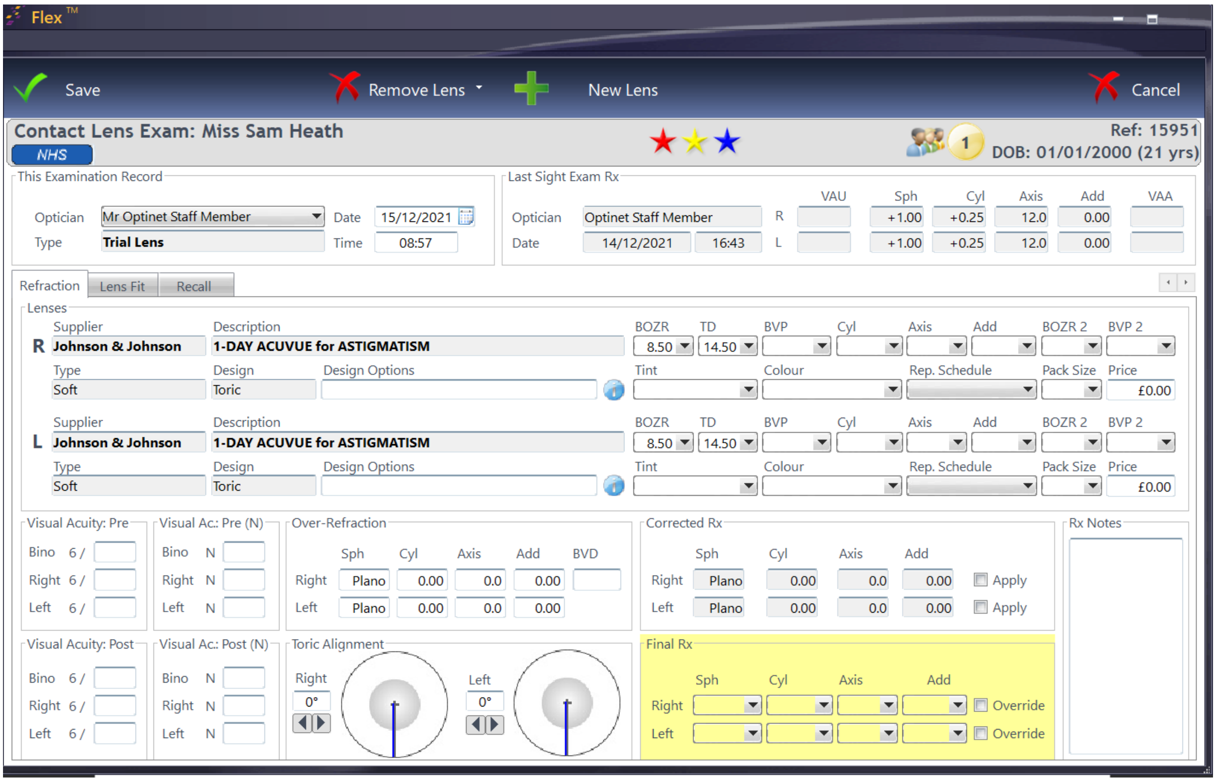
To add new lenses, click '**New Lens**' at the top of the window. This will bring up the **Lens Wizard**. In the lens wizard, hovering the mouse over a lens will display a tooltip showing the prices for each pack size, and changing the pack size on the contact lens record will automatically update the 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 Acuitiy: Post can be entered, along with Toric Alignment for Toric Lenses, which again is open to interpretation by the CLO.



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'.

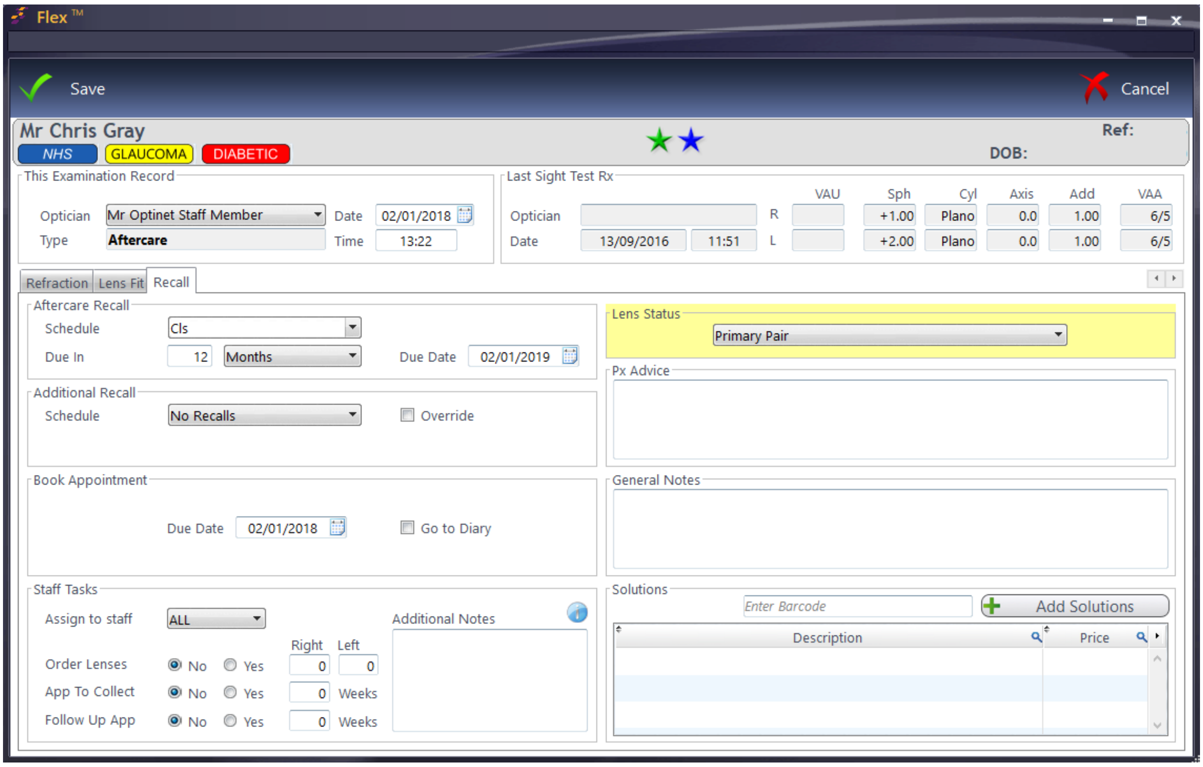
Book Appointment - Using the **go to diary** tick box, you are able to book a patient straight in for the next appointment once the contact lens record has been saved.

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.

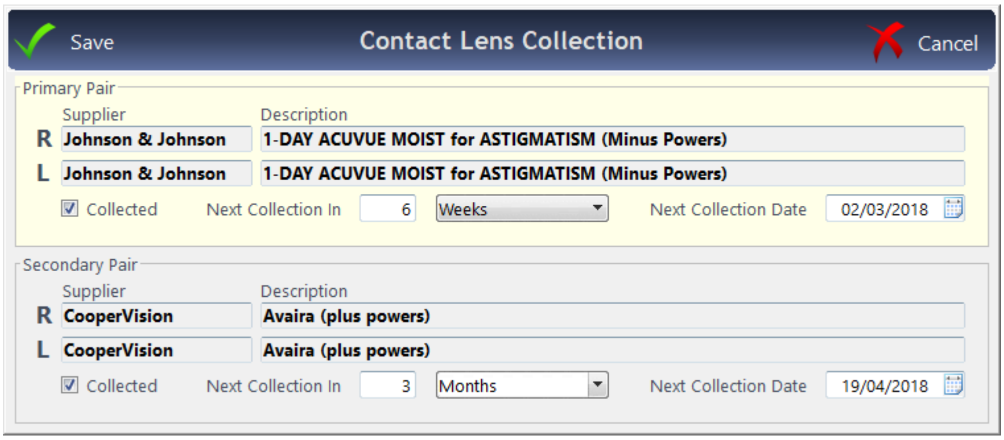
Px Advice & General Notes - Any other advice or notes can be added here.

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



You can now save the record.

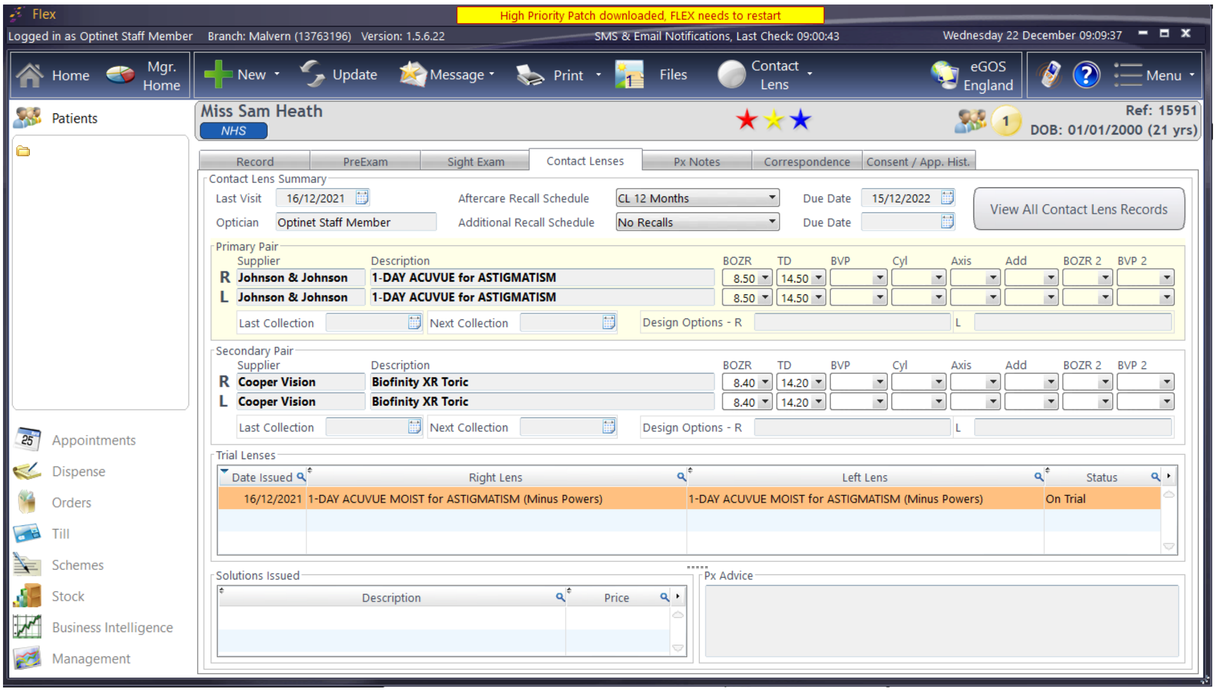
Collections



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.

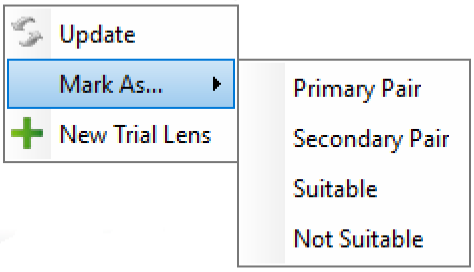
Contact Lens Home Screen



The 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.