

# Single Vision VSP In-Office Finishing Instructions.

VSP SINGLE VISION ORDERS WILL GO TO OUR LOCAL LAB

**DO NOT TRANSMIT THE JOB TO ANY LAB!!!**

**DO NOT PUT THE ORDER THROUGH THE INTERFACE OR ONLINE!!!**

YOU WILL:

- Save the order **without transmitting.**
  - Post the order to the ledger **without submitting it thru the interface or going online.**
  - Flag the frame bag as a VSP SINGLE VISION ORDER.
  - Print the lab order and wrap it around the frame.
  - Send the job to Scott at our Local lab.
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- Do not send any Rimless jobs!!! Those go through Walman and the interface as usual.
  - Crizal single vision if the **CYLINDER** power is OVER 2.00 diopters send to Walman.
  - Do NOT submit the exam through the interface; the exam and glasses will be billed together in billing. (**When you bill the exam only, it uses your authorization # and then slows down the process as someone must obtain a second authorization.**)
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- Do not pick local lab, Pick VSP in office finishing in compulink. (See example below).

The screenshot shows a software interface with several sections:

- Local Lab Notes:** A text field containing "DS/Marion".
- Vision Web Notes:** A dropdown menu with the text "Choose in office finishing only!!!".
- Laboratory Information:** A section with a checked checkbox labeled "In-Office Finishing" (highlighted in red). Below it are fields for Name, Phone (with a "Fax" checkbox), Acct#, Order#, Invoice#, Remake, Sent, Expected, Received, Final Insp., and Optifacts #.
- Doctor Recommendations:** A text area at the bottom left.
- Visionweb:** Fields for Supply and Order #.
- Inventory Status:** Fields for Ordered and Received.
- Internal Lab Info:** Fields for Who, When, Fabricated, Inspected, and Drop Ball.