

eLab User's Guide

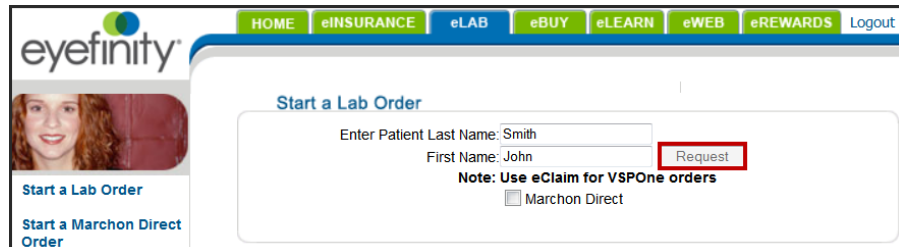
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This document is a short guide that explains how to use Eyefinity eLab to submit and view lab orders online, and how to configure your lab list to make ordering easier.

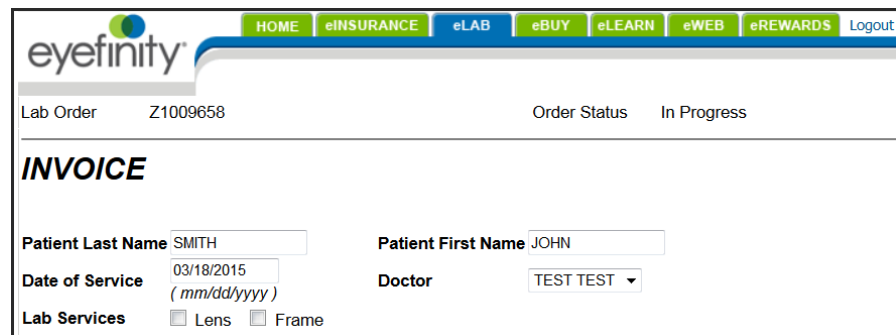
Submitting an Electronic Lab Order with eLab

1. Log on to Eyefinity.com as an Eyecare Professional and click the **eLab** tab.
2. To begin a new lab order, type the patient's **Last Name** and **First Name** and click **Request**.

The screenshot shows the Eyefinity website's eLab section. The navigation bar includes links for HOME, eINSURANCE, eLAB (highlighted), eBUY, eLEARN, eWEB, eREWARDS, and Logout. On the left, there's a sidebar with a patient photo and links for 'Start a Lab Order' and 'Start a Marchon Direct Order'. The main content area is titled 'Start a Lab Order' and contains a form with fields for 'Enter Patient Last Name: Smith' and 'First Name: John'. A red box highlights the 'Request' button. Below the form, there is a note: 'Note: Use eClaim for VSPOne orders' and a checkbox for 'Marchon Direct'.

The Lab Order Form opens. An order number is automatically assigned to your order.

3. Type the **Date of Service** and select the **Doctor**.

The screenshot shows the 'INVOICE' section of the Eyefinity eLab form. The navigation bar is the same as the previous screenshot. The form displays the 'Lab Order' number Z1009658 and the 'Order Status' as 'In Progress'. The 'INVOICE' section includes fields for 'Patient Last Name' (SMITH), 'Patient First Name' (JOHN), 'Date of Service' (03/18/2015, with a note '(mm/dd/yyyy)'), and 'Doctor' (TEST TEST). At the bottom, there are checkboxes for 'Lab Services' including 'Lens' and 'Frame'.

4. Select whether the order is for **Lens** and/or **Frame Lab Services**.

5. Under **Lens**, select the **Lens Finishing**, **Vision Type**, **Material**, and **Lens**. If your lens is not listed, type the lens information at the **Lens Not Listed** field.

LENS

Lens Finishing

Vision Type

Material

Lens

Lens Not Listed

6. Record any additional lens instructions.
7. Under **Lab**, click **Show Labs**. Select a lab from the list. For information on configuring this list, go to ["Configuring Your Lab List" on page 4](#).

LAB

Show Labs Click on 'Show Labs' to select a lab

Select Lab

Lab

Select Account

Account

8. Under **Prescription**, record the necessary prescription information.

PRESCRIPTION

R Sphere Cylinder Axis Add ☒ Binocular PD Distant Near

L

☐ Monocular PD (to center of bridge) R L

☐ Plano Lenses

Segment Height ☒ Bottom of Frame R ☐ Geometric Center L

Optical Center Height ☒ Bottom of Frame R ☐ Geometric Center L

Horizontal Prism R ☐ In ☐ Out L ☐ In ☐ Out

Vertical Prism R ☐ Up ☐ Down L ☐ Up ☐ Down

Safety Thickness

Specified Thickness

9. Scroll down to the **Frame** information section. Every lab order requires a frame to be associated with the order. Select the **Supplier**.
- **Doctor Supplied** means you are either sending the frame to the lab or having it drop-shipped directly from the manufacturer to the lab.
 - **Patient Supplied** indicates that you are sending a patient supplied frame to the lab.
 - **Lab Supplied** means you with the lab to supply or order the frame on your behalf due to breakage. (You will be billed by the lab for this frame.) Your practice must be eligible to order this frame.
 - **Lenses Only** indicates a frame will not be supplied to the lab for this order. (The proper frame for this order must still be selected.)

FRAME

Supplier: Frame: [Help](#)

10. Type the name of the **Frame** collection and model name or number from the frame temple or packaging.
11. Click **Search**.
12. In the **Frame Selection** window, select the model, size, and color from the list.

The 'Frame Selection' window displays search results for 'coach rita'. It shows a table with columns: Manufacturer, Collection, eBuy, Model, Eye, Temple, and Color. The results list several options for Coach Sun frames. Below the table, there is a section for 'Confirm frame details and Add to Lab Order' with fields for Manufacturer, Collection, Model, Color, Eye Size, Temple, Shape, Material, and DBL. The 'Add to Lab Order' button is highlighted.

Manufacturer	Collection	eBuy	Model	Eye	Temple	Color
Marchon	Coach Sun		COACH RITA 2 S836	63	115	Black/BLACK
Marchon	Coach Sun		COACH RITA 2 S836	63	115	Brown/DARK BROWN
Marchon	Coach Sun		COACH RITA 2 S836	63	115	Burgundy/CRANBERRY
Marchon	Coach Sun		COACH RITA 2 S836	63	115	Tortoise/TORTOISE
Marchon	Coach Sun		COACH RITA 2 S836	63	115	White/WHITE

Confirm frame details and Add to Lab Order. Select **Edit Manually** to make necessary changes.

Selected color may not match displayed image.

Manufacturer: Marchon
Collection: Coach Sun
Model: COACH RITA 2 S836
UPC: 883121309654
SKU: 117786318001

Color: Black/BLACK
Eye Size: 63
Temple: 115
Shape: Rectangle
Material: Zyl
DBL: 18.0

Buttons: Add to Lab Order, Edit Manually

13. Review the frame details at the bottom of the window, and then click **Add to Lab Order** add the frame and return to the Lab Order Form.
14. Click **Submit Lab Order and Continue**. Your order is submitted to the lab.

The 'Lab Special Instructions' window contains a checkbox labeled 'Selecting special instructions may delay your order.' Below the checkbox are 'Cancel' and 'Save' buttons. The 'Submit Lab Order and Continue' button is highlighted with a red box.

15. The Lab Service Report and Packing Slip open. You can print them now, or retrieve and print them later.

Viewing Orders

eLab gives you the ability to retrieve and resume saved orders. You can also view the status of an order at any time, and reprint the Lab Service Report.

1. On the left side of the eLab tab, click View Order Status.

The eLab main interface shows a navigation bar with links: HOME, eINSURANCE, eLAB, eBUY, eLEARN, eWEB, eREWARDS, and Logout. On the left sidebar, the 'View Order Status' button is highlighted with a red box. The main content area includes a 'Start a Lab Order' section with fields for Patient Last Name and First Name, and a 'Note: Use eClaim for VSPOne or Marchon Direct' checkbox. Below this is a 'Discover how eLab can Increase Your Office Efficiency' section with bullet points about turnaround time, expenses, and phone minutes. A 'Featured Labs' section lists VSPOne Optical Technology Centers. A 'Lab Account Setup' section includes links for Add/Remove a Lab, Assign Acct. #, and Help. A sidebar on the right promotes eLab's online private lab ordering service.

- Make selections at the **Search By** fields to search for orders and then click **View**. You can search by order status, patient last name, or order number.

Search By:

Note: Recently submitted orders may take a few minutes before their status is updated.
All Order Status available for the last 30 days.

- Click an **Order Number**.
 - If the order status is Saved, the Lab Order Form opens, allowing you to edit the order.
 - If the order status is any other than Saved, the Service Report opens.

Patient Name	Order Number	Order Status	Event Date
SMITH, JOHN	Z1009658	Saved	03/18/2015
One order found.			
[back to top]			

Configuring Your Lab List

You can configure your lab list to show only your preferred labs.

- Click **Add/Remove a Lab** on the left side of the eLab tab.

Featured Labs

VSPOne Optical Technology Centers

Lab Account Setup

Add/Remove a Lab

Assign Acct. #

Help

- Save Turnaround Time - No more faxing lab orders. In just minutes, you are able to send error-free orders instantly to over 300 preferred labs, reducing your turnaround time.
- Save on Expenses - This user-friendly service is FREE of charge. Use your extra cash to concentrate on other aspects of your business.
- Save Phone Minutes - Your staff can now spend quality time with patients. Checking on order status through Eyefinity is easy!

[Learn More...](#)



File ALL your lab orders for FREE

- In the Add/Remove a Lab window, locate the lab you want to add. Use the **Filter** fields to search for a lab, if necessary.

Add/Remove A Lab [close]

ALL LABS

Filter:

Add A Lab: Click the [add] link to the right of the lab you want to add

Lab Name	Location	
21st Century Optics, Inc.	NY - Long Island City	[add]
Allentown Optical Corp.	PA - Allentown	[add]
Aspen Optical	AZ - Mesa	[add]
Balester Optical Company	PA - Wilkes-Barre	[add]

YOUR LAB LISTING

Remove A Lab: Click the [rem] link to the right of the lab you want to remove

Lab Name	Location	
VSPOne Tampa Bay	FL - Clearwater	[rem]
VSPOne Baltimore	MD - Halethorpe	[rem]
21st Century Optics Db	NJ - Warren	[rem]
S&G Optical		

• VSP CONTRACT LAB

• VALUE

• CAL/RNP/HF

• RNP/ADV EXAM+

• NOT OFFERED

Selected Lab Details:

Note: Click a lab name to see details below.

- Click the **[add]** link next to the lab to add it to **Your Lab Listing**.
- To remove a lab from Your Lab Listing, click the **[rem]** link next to the lab.
- When you are finished adding and removing labs, click **[close]**.