

# The Foundation to Succeed

## THE NEWBIE CHECKLIST

There are many facets of the eyecare industry! This means that a lot can be missed or overlooked in the training process. Make sure you get the foundational topics covered.



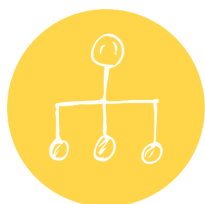
### UNDERSTANDING THE OFFICE

- Office Manual
- Job Duties
- Office Flow
- Understand the Patient Experience
- Patient Demographic in the EHR
- Scheduling Patients
- System Order Tracking
- Phone Etiquette
- Notify Patients of Orders



### DIVE INTO THE OPTICS

- How to Read Written Prescriptions
- Check-In: Contact Lens Orders
- Check-In: Verifying Glasses Orders
- List of Labs and Manufacturers
- Protocol on Order Delays
- Insurance: Access Benefits and Coverage
- Frame Repair and Modifications
- Inserting Lenses into Frames
- Policy on Releasing Prescriptions
- Understanding Redos vs. Warranties
- Taking a Patient Through Pretesting



### WHERE IT ALL BEGAN

- Different Than Ever Before
- The Eye Anatomy
- 4 Main Eye Conditions
- Prism and Bending of Light
- Communicate an Rx to the Patient
- Frame Types
- Frame & Lens Measurements
- Factors of Thicker Lenses
- Importance of Choosing the Right Frames
- Choosing Materials
- Understanding Anti-Reflective Treatment
- Finishing Touches on Lenses
- Frame Ordering Terms
- Adjusting Frames
- SV Lenses, Traditional vs. Digital
- Progressive Lenses
- Lined Multifocal Lenses
- Task Specific Lenses



### BRINGING IT ALL TOGETHER

- Check-In: Verifying Glasses Rx
- Fitting Measurements
- Understanding Effective Power
- How Vertex Distance Adapts Effective Power
- Spectacle Lens Rx vs. Contact Lens Rx
- Ordering Lenses
- Vision Care Plan Dynamics
- Dispensing Glasses
- Proper Fitting and Patient Satisfaction
- Instructing New Wearers
- Basics of Prism
- How to Transpose an Rx
- Troubleshooting Glasses
- Troubleshooting Contact Lenses
- Teaching a Contact Lens Lesson



### YEAH IT'S AMAZING

Each one of these items is a lesson in the Spexy 101 Course. This course is packed with knowledge, implementation tactics, brilliant tools and a ton of entertainment. The best part we do all the teaching for you! This course is included in your Spexy Membership.



[www.beSpexy.com](http://www.beSpexy.com)

(929) 777-5817

[ProTip@beSpexy.com](mailto:ProTip@beSpexy.com)

Your resource for optical freedom.