visual-eyes
Simplify Your Life!

Summer To-Do List

Do you have an eager team member looking for ways to help your clinic? We have compiled a list of tasks that can be worked on during a clinic's downtime to help further streamline Visual-Eyes in your practice. Some of these ideas include:

- Implementing and customizing Integrated Lens Ordering
- Setting up Visual Care templates
- Implementing patient satisfaction surveys
- Reviewing exam and exam letter templates
- Creating a process to capture electronic consent
- Completing midyear inventory
- Integrating payment terminals with Visual-Eyes
- Updating the rolodex to include new business contacts
- Linking any remaining paper files to patient records
- Opening up your schedule templates for the upcoming months/years
- Reviewing and updating invoice items. Are there any old items to put on sale?
- Investing in staff training with:
  - Personalized remote training
  - Our comprehensive Visual-Eyes online training course
- Replacing worn out tags on frames
- Cross training staff for anticipated time off
- Reconfiguring your office space; we can assist with re-imagining office layouts
- Integrating equipment (e.g. auto refractors, lensometers, phoropters, digital measuring devices, etc.)
- Memorizing the Visual-Eyes keyboard and exam short cuts. Physical and digital copies are available.
- Scheduling a Practice Consulting Day or check in phone call with a Practice Consultant
- Registering on www.visual-eyes.ca to access previous webinars and newsletter articles
- Signing up for our electronic communications that include our monthly newsletter, webinar notices, and more, at: https://mailchi.mp/f982f14173a4/visual-eyes_email_sign_up
- Implementing some of the newer Visual-Eyes and Visual Care features:
  - Timeclock
  - Emailing prescriptions and invoices from within Visual-Eyes
  - Email campaigns
- Reviewing the report options that are available in the Reports application
- Running frame reports to determine best sellers in your office
- Catching up on “ToDo” module tasks

- Setting up Patient Summary Fields
- Reviewing and updating Visit Types, Other Referrals, Booking Sources, etc.
- Confirming that billing prices match provincial pricing
- Reaching out to patients who are overdue for a recall
- Reviewing some of your internal processes. Is the way this is being done the most efficient and effective?

If you require assistance with any of the points mentioned or any other Visual-Eyes projects you may have on the go, please reach out to our Product Support team (support@visual-eyes.ca or 403-314-1322 ext 1), or our Sales and Training team (sales@visual-eyes.ca or 403-314-1322 ext 3).