

Instructions on Placing a Lens Order

Fill in the form as it appears on your screen. The ordering engine displays only those fields appropriate to the prescription and specific options you choose. All required fields are marked with a red asterisk.

Patient Prescription—Sphere, Cylinder, Axis, and Addition

1. Sphere—Enter the Sphere in quarter or 0.12 diopters, as specified by your lab. The default measurement for this field is quarter diopters, unless your lab supports 0.12 diopter measurements. The spherical power will default to a plus (+) unless you indicate that it is a minus (-) by entering "-" in the field.
2. Cylinder—Enter the Cylinder in quarter or 0.12 diopters, as specified by your lab. The default measurement for this field is in quarter diopters, unless your lab supports 0.12 diopter measurements. The cylinder power defaults to a minus (-) unless you indicate that it is a plus (+) by entering a "+" in the field.
3. Axis—Enter the value in a range of 1 to 180 degrees.
4. Addition—Enter the addition in quarter diopters.
5. Copy Field—The small arrows allow you to copy values from the Right Eye (RE) fields to the corresponding Left Eye (LE) fields.
6. Copy Eye—The arrow between the RE and LE, allows you to copy the entire Rx.
7. If you are ordering a single lens, complete the prescription information only for the required eye, and leave the fields associated with the other eye blank. You cannot order a single vision lens and a multi-focal lens on the same order.

Laboratory Selection

1. Laboratory—Select a lab from the list of labs that show as available to you.
2. Shipping Account—Upon selecting a lab, you will be able to select the shipping address associated to the lab.

Once you have selected your lab, your screen will refresh as the ordering engine accesses the selected laboratory's customized "smart" catalogs. These "smart" catalogs only show you products available from your selected lab and help ensure error-free lens ordering.

Job Type and Lens Type Selection

1. Job Type—Select a job type based on how you wish the lens to be finished. The lab determines available job types.
2. Lens Type—Select a lens type for the job. Lens type choices are determined by the prescription. The screen will refresh to display the available lens design, material, and treatment options for the chosen lens design.

Patient Prescription

1. Distance PD and Near PD —Enter the patient's measurements in half-millimeter increments in the appropriate fields. PDs must be entered in monocular form.
2. Height—Enter the measurement in half-millimeter increments. For a single vision Rx, the Height field is automatically populated with the optical center. By default, the optical center value for a single vision lens is pre-populated after the "B" measurement is entered and is equal to ½ the "B" measurement. It may be edited if necessary. For a progressive Rx, the Height is the fitting height. For other multi-focal Rx, the Height is the segment height.
3. Show Prism—If required, click the "Show Prism" button and fields will appear to enter prism values that correspond to the prescription.
4. Prism—Enter the dioptric value of the prism in the "Prism" field.
5. Base—Indicate the direction in the "Base" field. "Base" values, or prism direction, can be specified in the following ways:
 - By typing the words "Up", "Down", "In", or "Out" in the "Base" fields
 - By typing the first letter of the direction ("U", "D", "I", or "O") in the "Base" fields
 - By clicking the corresponding arrow located on the diamond-shaped figure next to each "Base" field, or
 - By entering degrees ranging from 1 to 360

Lens Design, Material, and Treatment Options Selection

QuickTip: There are three ways to search for materials, treatments, and lens designs. You can start by choosing the lens design, material, or treatments. Depending on your selection, only valid results will appear for the other choices.

1. Lens Design—Select a lens design by highlighting the item.
2. Lens Material—Select a lens material by highlighting the item.
3. Available Treatments—Click the treatment option(s) that you would like and they will be moved to the Selected Treatment field.
4. Selected Treatments—To remove a treatment, simply click the treatment and it will be moved back into the Available Treatments field.
5. Treatment Comments To Lab—If applicable, enter tint color, mirror color, density, or other comments. (Special instructions to the lab and product ordering information should not be entered in this field).
6. Reset—To remove a treatment option, or reset the Lens Type, Lens Design, or Lens Material fields; click the "Reset" button.

Frame Measurements and Lens Thickness Information

Frame measurements and thickness information can be entered in one of two ways:

1. Enter the A, B, and Dbl, and select a standard frame shape:
 1. A box—Enter the "A" measurement to the nearest 1/10th millimeter, if required (If the field is not visible, your lab does not require the information for the selected " Job Type").
 2. B box—Enter the "B" measurement to the nearest 1/10th millimeter, if required (If the field is not visible, your lab does not require the information for the selected " Job Type").
 3. Dbl—Enter the "Dbl" (distance between lenses) measurement to the nearest 1/10th millimeter, if required (If the field is not visible, your lab does not require the information for the selected " Job Type").
 4. Ed—Enter the "Ed" (effective diameter) measurement to the nearest 1/10th millimeter, if required (If the field is not visible, your lab does not require the information for the selected " Job Type"). If you do not enter an "Ed" measurement, and you have selected a " Frame Shape", the "Ed" measurement will automatically be calculated.
 5. Select Standard Shape—Click the shape that most closely resembles the frame being used for the job (If the fields are not visible, the information is not required).
 6. Frame Type—Select a frame type (This information is required for some Job Types, and it is used by the laboratory lens processing system as part of the lens thickness calculations).
 7. Thickness Type—Select the lens thickness. The "Edge Thickness", "Center Thickness", and "Thickness at Drilling Point" options all give you the ability to specify particular lens thickness requirements. If you choose the "Lab Decides Best Thickness" option, you will not be required to enter the exact lens thickness information.
 8. RE Thickness and LE Thickness—Enter the "RE Thickness" and "LE Thickness" to the nearest 1/10th millimeter, if applicable.
2. Import a Trace File

Special Instructions

Enter any special instructions relative to this job. This field should not be used for ordering products not found in the product catalog.

Completing the Order

Once you have provided all of the necessary information for the order, you have three options. You can:

1. Make Changes to the data entered.
2. Save the data: click the "Submit Claim" button. The order will be validated for completeness and any errors will be highlighted. Correct any errors and click "Submit Claim" again. Once you have moved on the U&C pages, the data on the claim entry screen has been saved. You can leave the screen to complete the claim at another time if you wish.
3. Submit the claim: Click the "Submit Claim" button to move to the U&C page and continue claim process.