

OPTOSYS[®] INFO

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[PAPERLESS CLINIC – WHERE DO YOU START? - PART 2]

Last month, we asked you to pinpoint your personal reasons to become paperless (Réf. : http://www.optosys2.com/optosys_info/2011/en_vol11_no6_juin.pdf).

In this summer's publication, we will guide you through the steps on how to convert your practice, the pros and cons, as well as the recommended hardware.

Conversion of existing documents in the clinic

First, you should ask yourself the following questions for each document that is usually put in the patient's file:

- Why do I keep it?
- Who will review it and at what frequency?
- What are the efforts involved in keeping this document? (i.e. the assistant photocopies the document and puts it in the file, etc.)
- When will this document be filed?
- Who will file it?
- For how long a period should this document be kept?

These questions will help you assess the present situation insofar as this information should be kept. These questions will also help you to achieve a new paperless process.

Do you want to convert only part of your practice?

Some clinics would be satisfied to join reference letters and images of certain instruments, while continuing to perform examinations on paper. This solution can be considered as a first step in your conversion to a paperless clinic. Should you have a scanner to use with Optosys[®]2, you are already in the position of converting part of your practice in using the attachment functionality.

Do you want to become a completely paperless?

In order to become completely paperless, you will need a scanner to convert all documents (exams included), as well as the « Exam » module available in Optosys[®]2.

No matter what you chose, doctors and personnel will have to work together in establishing new work processes. It's important to note that before embarking on this great adventure, careful planning is a must. This will minimize the possible frustrations that such a change will bring and will therefore become a smoother transition.

Integration of the electronic examination (DME)

The integration of the electronic examination in your practice is the final step in the paperless process. Gone are the exam forms, mistakes in data entry, illegible notes, etc. The patient's examination will be done directly on the screen. You will go from pen and paper to mouse, keyboard, touch-sensitive screen and PC Tab. In order to do so, all the steps surrounding the examination of the patient should be analyzed (medical history form, pre-tests, the examination itself by the optometrist, reference letters and the final prescription).

One should always keep in mind that whatever new project you start, there will always be some advantages and drawbacks. Fortunately, the drawbacks are short term (implementation period) compared to the long term advantages of the project.

Advantages (long term)

- Centralize all of the patient's information in order to ease its access. No more looking for a file for hours.
- Save space by reducing the number of physical files in your cabinets.
- It will allow clinics and professionals to share pertinent information, as well as consultation of these files from home.
- Your practice will now be environmentally friendly.

Disadvantages (duration : time of implementation)

- A significant investment in order to obtain a high-quality scanner
- A significant time investment will be required to create and implement new processes.
- There will be a transition period in which some of the documents will be in the filing cabinets as well as in the application.
- Time spent scanning the documents.
- You will be relying solely on the computer system. It is thus VERY IMPORTANT to have a good back-up system.

Recommended hardware:

When purchasing your scanner, you should look for the following characteristics.

- A paper feeder that will permit the scanning of more than one page at a time
- Double-sided scanning should be available
- Scanning should be available for all formats of paper
- Should have a good scanning speed (20 ppm (page per minute) or 40 ipm (image per minute) double-sided
- Should have a memory cache - should the scanning stop in the middle of a job, it will remember where to start from.

P. S.: Before starting this process, you should advise your Optosys[®]2 team in order to ensure that your actual backup method is modified to include your attachments.

Should you wish to partially or totally make the big move, Optosys[®]2 is the essential tool to move forward with your practice.

Should you need further information, please do not hesitate to contact the IT services at OSI at **514-762-1954 or toll free at 1-866-660-6797.**

[BUY ONLINE]

MONTHLY SPECIAL



GO 730 4.3 Inch Widescreen Bluetooth Portable GPS Navigator*



The GO 730 Portable GPS Car Navigator from TomTom® is an easy to use navigator ideal for navigation while you are driving. Along with access to real-time traffic data, you can even call handsfree via Bluetooth technology while you drive. The TomTom GO 730 is incorporated with the Text-to-speech feature which announces street and place names, text messages and traffic information, so that, you can focus on road ahead. Preloaded with maps of US and Canada, this GPS system features MapShare™ technology that lets you instantly modify street names, street direction, and point of interests on your own device. Further, IQ Routes™ gives you the fastest route every time by using actual average speeds of travel. In addition, Advance Lane Guidance brings more clarity to complex multi-lane exits. Bundled with all these features, the GO 730 is headed to make your driving safer.

Description taken from Dell.ca website.

[Click here to go to B2B website](#)

\$135**

Welcome to fast and easy ordering!

* The regular price is \$299.99

** Taxes not included. Orders must be received by August 31, 2011.

[COMING SOON]

We will be visiting your region soon. Come and meet us. We will be happy to show you the latest version of Optosys®2.

22 July CAO, Winnipeg, MB

[OPTOSYS®2 INSTALLATIONS]

June 2011

Migration of 2 new clinics to the group Clinique d'Optométrie l'Émerillon Inc. (Dr Pascal Cyr)

Clinique d'optométrie Claude Côté
Quebec, QC.

Clinique d'optométrie Laurier-Station
Laurier-Station, QC.

Dr Michele Marshall, OD - Be Seeing You Inc.
Dre Michele Marshall Swan River, MB.

[TIPS & TRICKS]

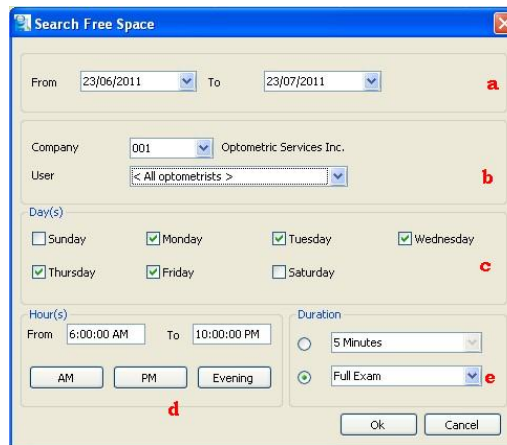
DO YOU KNOW HOW TO SEARCH FOR AVAILABLE SPACES FOR A SPECIFIC PERIOD IN THE SCHEDULER?

Here is how Optosys®2 can easily help you find an available space when booking an appointment. For example, you have a patient that is looking to book an appointment in a specific time period. Go to his patient file, click on the "Visits" tab and on the button "Add Appointment". This brings you to the Agenda.

1. Click on the « Search Free Space... » icon.



2. The « Search Free Space » window opens.



From: 23/06/2011 To: 23/07/2011 **a**

Company: 001 Optometric Services Inc.

User: < All optometrists > **b**

Day(s):
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday **c**

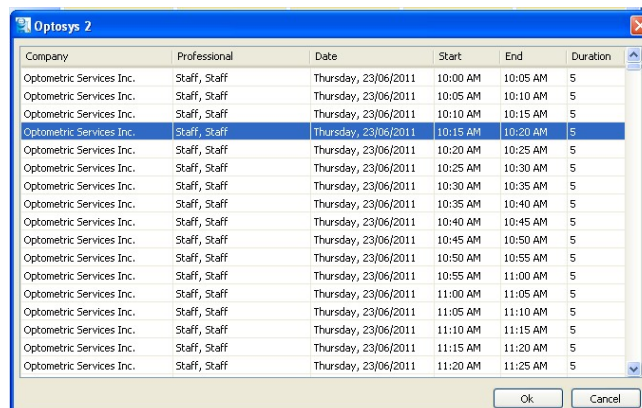
Hour(s): From: 6:00:00 AM To: 10:00:00 PM
AM PM Evening **d**

Duration: 5 Minutes Full Exam **e**

OK Cancel

- a. Enter the desired date interval.
- b. The default User is « All optometrists ». However, it is possible to select a specific optometrist.
- c. You can select the days according to your patients preferences or availability.
- d. You can select a specific time interval or click on AM, PM or evening.
- e. In the « Duration » section, select the appointment type and click on OK to start the search.

3. Here is the list of available spaces based on the specified information previously given. Double click to select the chosen date.



Company	Professional	Date	Start	End	Duration
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:00 AM	10:05 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:05 AM	10:10 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:10 AM	10:15 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:15 AM	10:20 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:20 AM	10:25 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:25 AM	10:30 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:30 AM	10:35 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:35 AM	10:40 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:40 AM	10:45 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:45 AM	10:50 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:50 AM	10:55 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:55 AM	11:00 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:00 AM	11:05 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:05 AM	11:10 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:10 AM	11:15 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:15 AM	11:20 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:20 AM	11:25 AM	5

OK Cancel