NEW ERA EYE CARE

TRAINING PROGRAM MATERIALS

I. Terminology / Phrases / Abbreviations

i. Section 1: Office Administration Terms

ii. Section 2: Patient Treatment and Optical Area Terms

iii. Section 3: Optical and Contact Lens Terms

iv. Section 4: Medical Equipment and Eye Terms

v. Section 4: Anatomy of Eye

II. Procedures

i. Section 5: Opening Procedures Terms

ii. Section 5: Opening Procedures

iii. Section 6: Phones Procedure Terms

iv. Section 6: Phone Procedures

v. Section 7: Check-In Procedure Terms

vi. Section 7: Check-In Procedures

vii. Section 8: Check-Out Procedure Terms

viii. Section 8: Check-Out Procedures

ix. Section 9: Close-Out Procedures Terms
x. Section 9: Close-Out Procedures

III. Job Duties as a Staff Member

IV. IMPORTANCE of INTENTION

V. Appendix A - List of Insurances

VI. Appendix B - List of Contact Brands

VII. Appendix C - List of Frame Company and Brands