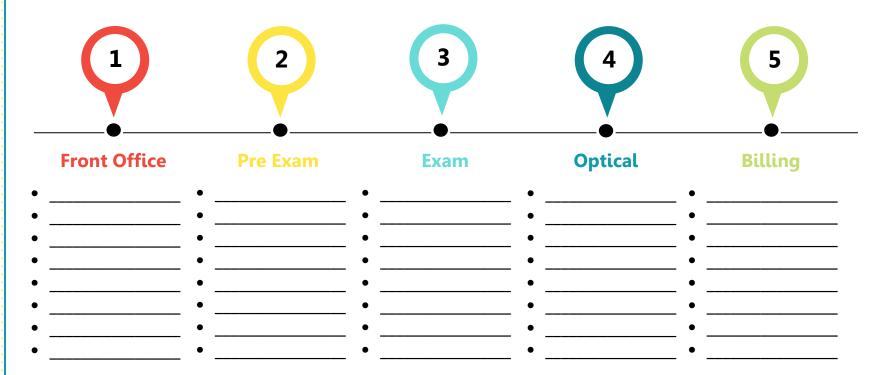
EVALUATING PRACTICE WORKFLOW

An ideal workflow would leave the following tasks in their respective sections in the workflow as shown on page 5 in the eBook. Fill in your own practice's workflow and compare it to ours on the next page. They don't have to look exactly the same, but if they don't match up, consider shifting tasks between different sections.





EVALUATING PRACTICE WORKFLOW

IDEAL STANDARD WORKFLOW











Front Office

- Schedule Appointments & Reminders
- Check-in
- Check-out

Pre Exam

- Review Patient Info
- Enter Chief Complaint
- Conduct Pretest

Exam

- Perform Eye Exam
- Prescribe Medication
- Provide Referrals

Optical

- Fill Prescription
- Place Orders
- Create Invoices

Billing

- Submit Claims
- Track Claims
- Post ERAs

