Opti-Schedule®

Advanced Technology for Retail Optical

Benefits

- **Get control of your book**
  Opti-Schedule's flexibility allows you to adapt the software to meet your scheduling needs.
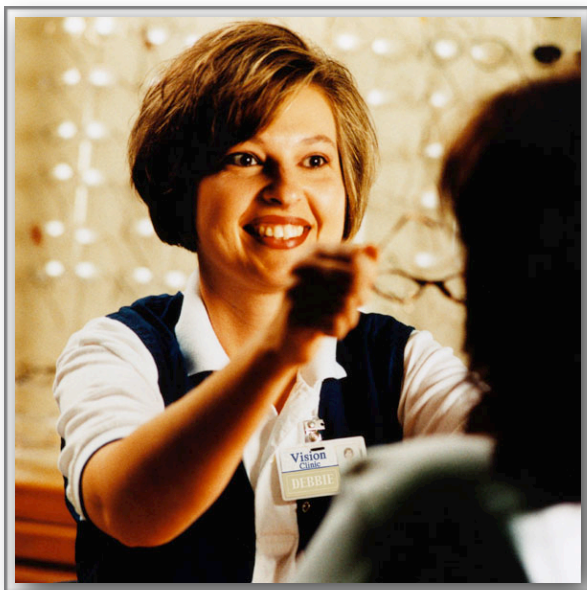
- **Fill your slots**
  Decide how you want to fill the slots and use automated reminders and pre-appointments to keep the seats filled.

- **Know what's happening**
  Real-time utilization graphs and daily, weekly or monthly reports give you the complete picture.

- **Spread the work**
  Office, headquarters and call center staff share the same appointment book.

Scheduling

- **OD, MD and Staff** - Appointments can be scheduled for all your doctors, ODs and MDs, and staff providers.
- **Slot layout flexibility** - Vary the daily layout of slots depending on the day of week, the location and the provider.
- **Assignments** - Assign providers to a location for desired hours during a day.
- **Daily, Weekly or Monthly schedules** - Display schedules on a daily, weekly or monthly basis.
- **Coloring** - Color-code appointments by type or insurance plan.
- **Print any schedule or report**- Print schedules and reports for off-line usage.
- **Track revenue-producing appointments** - Track all revenue-producing appointments in reports and real-time displays.
- **Overbooks/Walk-ins** - Book extra appointments at anytime during the day.
- **Track no shows** - Keep track of patient "no shows" easily.
- **Mark appointments confirmed** - Confirm appointments manually or allow auto-reminders to confirm automatically.
- **Record appointment disposition** - Track the disposition of each appointment and know which appointments resulted in an order and which did not.
- **Pre-appointments** - Schedule a patient's next appointment 6-12 months in advance.
- **Call Center support** - Scripts optimized for internal or external call centers.

Insurance authorizations

- **Track unauthorized appointments** - Collect all unauthorized appointments into a single list.
- **OD and MD insurance plan lists** - Combine all insurance plans into a single list or separate them into OD or MD lists
- **Handled by remote group** - Enable appointment authorization by a headquarters group.

Time	Doctor	Confirmed?	Scanned	Name	Phone	Type	Insurance
8:00a	Able	✓		McFadden, Lorie	888-555-9563	Glasses	Green
8:15a	Baker	✓		Lodge, Elisabeth	888-555-6132	Contacts	Blue
8:30a	Able	✓		Hebana, Jessie	888-555-8894	Glasses	Green
8:45a	Able	✓		Tester, Tessa	888-555-1853	Glasses	Green
9:00a	Able	✓		Neymann, John	888-555-9412	Glasses	Blue
9:20a	Baker	✓		Hickey, Bryan	888-555-8132	Glasses	Green
9:35a	Able	✓		Calton, Bob	888-555-9413	Glasses	Blue
9:45a	Able	✓		Kurander, Viji	888-555-5941	Contacts	Green
10:00a	Able	✓		Banks, Lester	888-555-8945	Glasses	Green
10:15a	Baker	✓		Westfield, Tamara	888-555-1521	Glassess	Red-Authorize
10:40a	Able	✓		Nortland, Gregory	888-555-1234	Contacts	Blue
10:45a	Able	✓		Johnson, Rich	888-555-8941	Glasses	Green
11:00a	Able	✓		Kaminsky, Daniel	888-555-8941	Glasses	Blue
11:05a	Baker	✓		Red, Lorianne	888-555-9854	Glasses	Red-Authorize
11:30a	Able	✓		Grey, Dee	888-555-6123	Glassess	Green
11:45a	Able	✓		Parter, Peter	888-555-8131	Contacts	Green

Reporting

- **Daily, Weekly or Monthly** - Generate reports for any day, week or month.
- **Custom week support** - Designate any day of the week as your report start date.
- **Email subscriptions** - Email reports to your users on a daily, weekly or monthly basis.
- **Reports included:**
    - Doctor utilization
    - Location utilization
    - Appointment fall-off
    - Pre-appointment performance
    - No-show analysis

Electronic Document Scanning

- **No more paper shuffling** - All patient and appointment forms are captured in the office and electronically stored permanently.
- **Quicker error-free insurance submission** - Back-office staff have all forms ready when submitting.
- **Quick access** - All authorized users can retrieve patient forms from today or a year ago.

(see Electronic Document Scanning data sheet)

Opti-Patient

- **Patients schedule their own appointments**
- **Mobile access**
- **iPhone/iPad**
- **Web**
- **Great advertising**

(see Opti-Patient data sheet)

Script-based Scheduling

- **Custom script** - You decide the questions to ask during a scheduling call and have it match your business.
- **Optimize scheduling** - You optimize your appointment slotting based on insurance plan, patient age, or product selected.

(see Script-based Scheduling data sheet)

QSAccess™

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