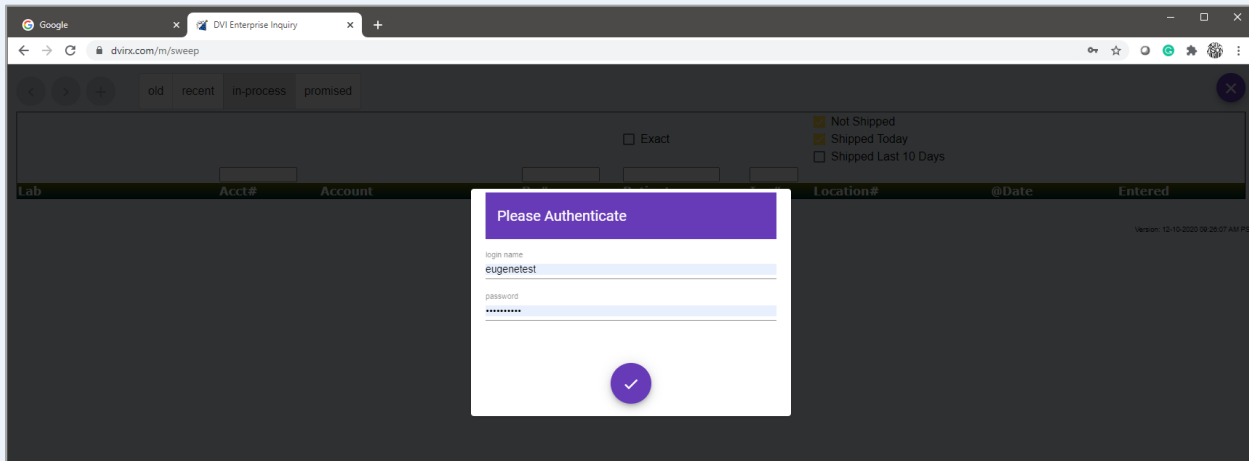


DVI Web Entry Tool

Log In Screen

SWEEP has sent emails to all providers with log in credentials for the new web entry. Please call us if you have not received your credentials. A link to the new order portal is available on <https://sweepoptical.com/> under the ONLINE ORDERING tab.

The new link will take you to a log in prompt. Please use the credentials that SWEEP has emailed to you.



After logging in you will be taken to the Job Look Up screen.

Job Lookup Screen (Main Page)

Basic information for each job will be displayed on this page.

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date	Entered
Sweep Optical						CANCELED	10/7/2020 12:58:00 PM	
Sweep Optical						CANCELED	10/7/2020 1:25:00 PM	
Sweep Optical						ORDER ENTRY		
Sweep Optical						Lens on Ord		
Sweep Optical						Frame on Ord		
Sweep Optical						Lens on Ord		
Sweep Optical						ORDER ENTRY		
Sweep Optical						ORDER ENTRY		
Sweep Optical						ORDER ENTRY		
Sweep Optical						STOCK		

Job Lookup Screen – Cont.

In the upper left corner you will see icons for three options:



+ **Job Entry Screen:** Click here to enter a new order.

✓ **Report Screen:** Monthly report on order statistics. **Available soon.*

⚙ **Setup Screen:** Click here for the customer options screen. **Currently not available.*

Lab	Acct#	Account	Rx#	Patient	Inv#	Location#	@Date
Sweep Optical						CANCELED	10/7/2020 12:58:00 PM
Sweep Optical						CANCELED	10/7/2020 1:25:00 PM
Sweep Optical						ORDER ENTRY	
Sweep Optical						Lens on Ord	
Sweep Optical						Frame on Ord	
Sweep Optical						Lens on Ord	
Sweep Optical						ORDER ENTRY	
Sweep Optical						ORDER ENTRY	
Sweep Optical						ORDER ENTRY	
Sweep Optical						STOCK	

The location column displays job progress. ***ORDER ENTRY means we have received the order.**

Selecting a job will give you some options:

View Order: Opens order screen to view order but cannot edit.

Cancel Order: Please contact SWEEP before canceling an order.

Send Instruction: Can be used to add notes to an order.

Sweep Optical	102	Eugene Health	19253513
View Order	Cancel Order	Send Instruction	id: web order#

To start a new job **Click** the Job Entry Screen button to enter the ordering page.



Rx Entry Page/Starting an order

The following is a view of the new ordering page. This tutorial will guide you through the ordering process. If you have any problems or questions not covered in the tutorial, please contact SWEEP Optical for further assistance.

**** Please ensure all patient information is accurate; including spelling of name, member ID # and date of birth. Any orders with incorrect information will be billed to the Provider.**

- Tips:**
- You can “Tab” to move horizontally and “Enter” to move to the next line down.
 - Click the icon in the upper right corner to exit. ***This will erase unsaved data.***
 - To save a job scroll to the bottom of the page and click the “Save/hold” button

Attach Tracing
 validate
 save/hold
 send to lab

Insurance Authorization Section

Required data fields for Medicaid jobs. All fields must be filled and accurate before sending the job to SWEEP for processing.

Tool tips will display correct formats unique for each required field.

Medicaid ID

Service Date 2 letters followed by 5-6 digits

Gender Male Female Non-binary

Patient

Insurance Authorization

First Name

Middle Initial

Last Name

Date of Birth

Street

City

State

Zip Code

Medicaid ID

Service Date

Gender Male Female Non-binary

Diagnostic Code

Diagnostic Code

Diagnostic Code

Prior Authorization Number

Prior Authorization Reason

Insurance Carrier / CCO

Lab

Package Edge

Patient Rx# Type OrigInv#

Patient Name: *Required

Please enter patient name. Filling these boxes will auto-populate the Patient box in the next section.

Address: *Required

Please enter patient address.

Medicaid ID: *Required

Combination of 8 letters and numbers. (ex. XX000X0X)

Diagnostic Code: *Required

Please enter a Routine Diagnostic Code. All codes must be enter without the decimal point.

Ex. "H52.13" should be written as "H5213"

Insurance Authorization Section – Cont.

Prior Authorization Number/Reason: *Can be left blank

If a PA is required please submit this information, otherwise leave these sections blank.

Insurance Carrier/CCO: *Required

If insurance is known please enter the CCO name.

Insurance Authorization Section Error Ex.

If a field has an incorrect entry the side bar will turn red until the correct data has been entered. In this case the second Diagnostic code entry (012345) does not follow the correct format (Letter followed by 5 digits).

Patient Insurance Authorization

First Name

Middle Initial

Last Name

Date of Birth

Street

City

State

Zip Code

Medicaid ID

Service Date

Gender Male Female Non-binary

Diagnostic Code

Diagnostic Code

Diagnostic Code

Prior Authorization Number

Prior Authorization Reason

Insurance Carrier / CCO

Correcting the entry will clear the red warning bar.

Patient Insurance Authorization

First Name

Middle Initial

Last Name

Date of Birth

Street

City

State

Zip Code

Medicaid ID

Service Date

Gender Male Female Non-binary

Diagnostic Code

Diagnostic Code

Diagnostic Code

Prior Authorization Number

Prior Authorization Reason

Insurance Carrier / CCO

Job and Patient Information

Lab
Package Edge
Patient Rx# Type OrigInv#

Lab: *Required

Select Sweep Optical as the lab. This loads the SWEEP Optical catalogue and will enable all available drop down options.

Package: *Please leave blank

Not Applicable for Sweep Medicaid work.

Edge: *Please leave blank

Not Applicable for Sweep Medicaid work.

Patient: *Automatic

First and Last name of patient. This box will automatically populate with the information in the first section. You cannot change the information in this section.

Rx #: *Required

Your tray#, order # or anything you would use to identify and order.

DO NOT use the patient's Medicaid ID# as this presents problems with HIPAA regulations.

This is a required field and needs to have something there (even just a space) for the order to be validated.

Type: *Can be left blank

- **Blank:** Will default to "New".
- **New:** Use for all new.
- **Redo:** Only use for Dr. Redo and SWEEP Redo orders. **Do not use when resubmitting rejected/canceled orders.*

OrigInv#: *Please leave blank

If a "Redo" is requested please type in the original invoice number.

Job Rx

	Sphere	Cylinder	Axis	PD	Near	Form	Sply	I/O	Prism	U/D	Prism
R	-1.00	-1.00	180	32.5							
L	-1.25			31.5							

Sphere / Cyl: *Please leave Cylinder and Axis blank if Rx is a sphere only power.

Right and Left Rx prescribed powers (in quarter or eighth diopters).

Axis: *Please leave blank if Axis is 0

Cylinder axis from 1 to 180.

PD: *Required

Distance PD. See **Form** definition.

Near: *Can be left blank

Near PD. On single vision, PD may be entered in either distance or near. Same Distance PD rules apply. If both Distance and Near are entered they should be in the same format (Mono or Binocular).

Form: *Can be left blank

The system will automatically specify in the following numerical ranges:

- Monocular (**M**) – 15.5 to 40.0
- Binocular (**B**) – 40.5 and above
- * **Can be manually overridden by typing in letter**

Sply (Supply Lens): *Can be left blank

- **Blank:** Defaults to S.
- **S:** Supply
- **I:** Lens Info Only. Used when including a full RX but only need 1 side. Please fill only for the lens **NOT** needed.
- **B:** Use to specify a balance lens

Prism (Prescribed Prism Section):

Prescribed horizontal and/or vertical prism. If an Oblique Prism is required please see Example 2. **Diopters need to be written with 2 decimal places. (ex. 1 = 1.00, 1.5 = 1.50)**

Horizontal/Vertical Prism

- **I:** In
- **O:** Out
- **U:** Up
- **D:** Down

Job Rx – Cont.

Prism – Cont.

Example 1: Horizontal and/or Vertical Prism

I/O	Prism	U/D	Prism
I	2.50	D	1.00

In this case the Rx requires 2.50 diopters in (I) and 1.00 diopters down (D) of Rx prism.

Example 2: Oblique Prism

To request oblique Rx prism, enter “P” (Prism) in the I/O box, then enter the prism diopter amount in first Prism box (Ex. 1.75). Enter “A” (Axis) in the U/D box, then indicate the degree amount in the second Prism box.

I/O	Prism	U/D	Prism
P	1.75	A	35

In this case the Rx requires 1.75 diopters of prism at an axis of 35 degrees.

Lens Selection ** Please leave blank if ordering Frame Only.*

	Lens Style	Material	Color	Add	Seght	Thck	E/C	OCht	Mode	Add2	Bsize	Base
R												
L												

Lens Style: ***Required**

Specify if single vision, bi-focal, flat-top, or tri-focal.

Material: ***Required**

Select lens material. ***Blue Block Poly is only available for single vision poly.**

Color: ***Required**

Please select the lens color. It will always be CLR. **Blue Block** is specified in Material.

Add: ***Required for Multifocal glasses**

Near field add powers to nearest .25 diopter. ***Type in with no “.”.**
(Ex.) “2.25” should be written as “225” and “0.50” should be “50”

Seght: ***Required for Multifocal glasses**

Segment height. Measured from bottom of the lens in the frame to the top line of a lined bifocal.

Lens Selection – Cont.

	Lens Style	Material	Color	Add	Seght	Thck	E/C	Ocht	Mode	Add2	Bsize	Base
R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
L	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Thck: *Can be left blank

User specified center or edge lens thickness override. Note that the lab is setup to default to minimum thickness rules by lens material, edge type and Industrial Z87 standards.

E/C: *Can be left blank

Provides override capability to specify thickness interpretation. Only one mode can be selected:

- **Blank:** Default, minimum lens thickness on lens.
- **E:** Minimum edge thickness
- **C:** Center thickness
- **D:** Use default thickness (use to keep left eye from duplicating a specified thickness from the Right eye)

Ocht: *Can be left blank

OC height specification for a SV or Multifocal lens style.

Mode: *Can be left blank

Provides override capability of seg and OC height interpretation.

- **Blank:** The system will choose a mode based on the Ocht.
- **B:** from frame lower edge
- **M:** from frame mechanical (box) center
- **S:** OC above seg (ex. ocht = 0.0; p = s puts oc on seg line)

Ad2: *Please leave blank

Second add power. Used with designs like a Double ST28.

Bsize: *Please leave blank

Specified blank size, only use for an Uncut job.

Base Curve: *Please leave blank

User requested base curve specification such as an 8 Base lens on a wrap frame.

Lens Selection Using “Lens Icon”

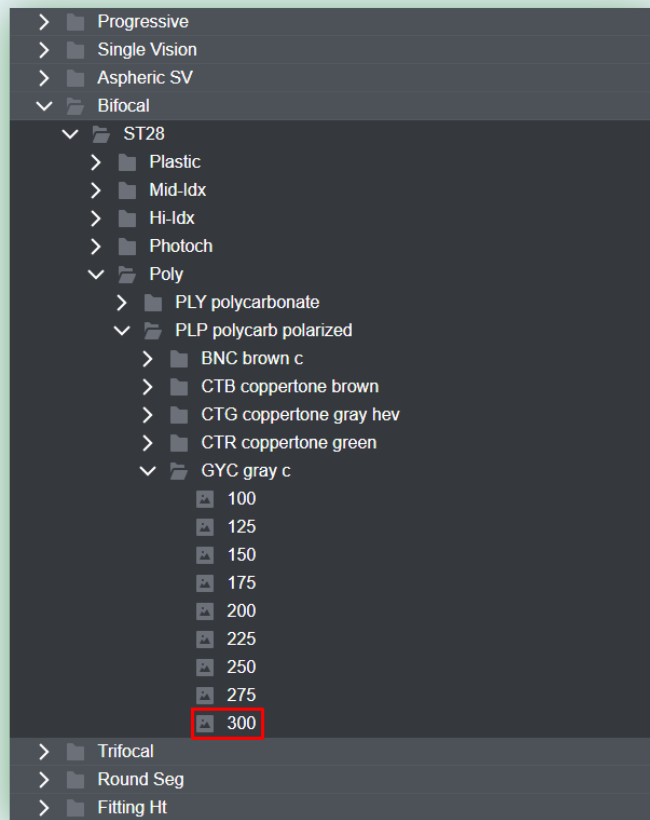
Selecting the “Lens Icon” will bring up a catalog of lens availability from Sweep.



You can select lens options through the cascading menu to populate the lens selection for you.

	Lens Style	Material	Color	Add	Seght	Thck	E/C	Ocht	Mode	Add2	Bsize	Base
R												
L												

Right Lens Left Lens



In this example, selecting the add of 300 will populate the desired lens style in the lens selection fields which is a ST28, Poly, Polaroid Grey C with a 300 add:

	Lens Style	Material	Color	Add	Seght	Thck	E/C	Ocht	Mode	Add2	Bsize	Base
R	ST28	PLP	GYC	300								
L	ST28	PLP	GYC	300								

Lens Coating and Tint section

*** Please leave this section blank**

*** Currently not available, please contact SWEEP for tint jobs.**

Coats Tint Tint Instruction

Coats:

Lens coating code abbreviation.

Tint:

Tint type description (Solid, Gradient, Double Gradient).

Tint Instruction:

Tint color instructions such as Pink 2.

Frame Selection

To select a frame please use the drop down menus in order to populate the information needed.

*** Any blank boxes left should be left blank.**

*** Please refer to our COMPLETE FRAME LIST W/COLLECTIONS PDF to find frame information. This list can be found on the SWEEP home page below the link for this tutorial.**

*** Please DO NOT enter frame information manually. Contact SWEEP if you cannot find a frame.**

Frame Mfr Collection Style Clr
 Etype Mat Eye Bridge Temple style Temple size FTyp
 A B ED DBL CSize

Frame Mfr: *Required

Frame manufacturer. Please use the drop down to do find the available manufactures.

Collection: *Can be left blank

Once the manufacturer is selected the frame style will be populated with all of the frames we carry from that company.

Style: *Required

Frame name. If the frame is not available in the catalog, please enter an “ * ” then the frame name.

ex.:

Style

Frame Selection – Cont.

Unmarked box: Frame Status – Supply Frame ***Can be left blank**

style AT-150 Clr (2) BLACK ROSE
 135 FTyp

- **Blank:** Defaults to **S**
 - o **For Frame only:** Please leave Rx section blank. If Rx is included please select **I** in the Sply box.
- **S:** Lab Supplies frame.
- **L:** Please use when ordering for **Lens Only**.
- **D:** **Frame To Come**. Please use when sending a frame to SWEEP.
- **F:** **Please do not use.**
- **X:** **Please do not use.**

Clr:

Colors available for the selected frame.

Etype HB Mat ZYLO Eye 50 Bridge 15 Temple style SKUL Temple size 135 FTyp
 A B ED DBL CSize

Etype: ***Auto-filled after selecting Style**

Edge Type for selected frame.

Mat: ***Auto-filled after selecting Style**

Frame material for selected frame.

Eye: ***Required**

Eye size of the frame. Use the drop down to see available options.

Bridge: ***Required**

Bridged size of frame. Use the drop down to see available options.

Temple style: ***Auto-filled after selecting Eye**

Temple styles available for selected frame.

Temple size: ***Auto-filled after selecting Eye**

Temple sizes available for selected frame.

FType: ***Please leave blank**

Frame type for selected frame.

Frame Selection – Cont.

A, B, ED & DBL: *Please leave blank

Measured frame dimensions. True measurements of the selected frame. Typically used only for POF, Uncuts or Frames that are not available in the labs database. Not necessary if frame has been selected as described above.

Circ: *Please leave blank

Frame (actually lens) circumference may be used to size lens.

Service Fields Selection ***Please leave blank.**

Service Codes		Code	R/L	Service Instruction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Codes: *Please leave blank

SWEEP Lab use only. *Do not use for Medicaid diagnostic codes.

Code: *Please leave blank

SWEEP Lab use only. *Do not use for Medicaid diagnostic codes.

R/L: *Please leave blank

SWEEP Lab use only.

Service Instruction: *Use for notes

Please use these boxes for any notes you would like to transmit to the lab.

Ship to Address ** **DO NOT** use. Please leave **blank**.*


Ship To Address Mail to patient/clinic. ^


Name


Address


City State Zip

Job Entry Options

 Attach Tracing

 validate

 save/hold

 send to lab

Attach Tracing:

Certain frame tracers can export a traced frame shape.

Validate:

Select to validate the entire screen content. Bad entries will be identified in red.

Save/Hold:

Save or hold the job before submitting. You can recall the job through the job look screen.

Send to lab:

Transmit the displayed job to the lab. The order screen will reset all boxes and you can start a new order.