

FLOW SHEET SIX
STORYBOARD



amygerdesdesign.com

Style Guide – Fireside Eye Care

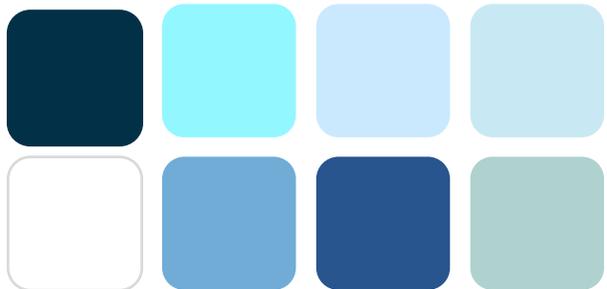
- **Title: Flow Sheet Six (Poppins, 60, Style)**
- Heading (Poppins, 40 & 60 Medium)
- Sub-heading (Poppins, 30, Medium)
- Text (Poppins Light , 24, 28, 32)
- Buttons (Poppins Light, 23, 28, 32)

Patient File:

- Tab (Pixel Arial 11, 8)
- Section headings (Pixel Arial 11, 10.5)
- Text (Pixel Arial 11, 10.5)

Also use this for:
Callouts (Bold)
Button Text (Bold)

Color Palette



Font



Patient File



Font



Icons



Arrow



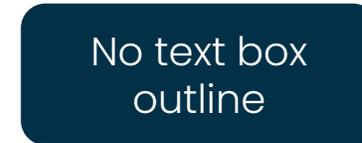
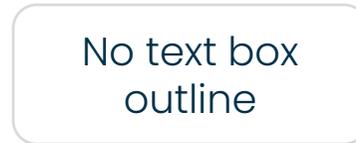
Tip



Callout



Text Box Style



Button Set 1

Normal State



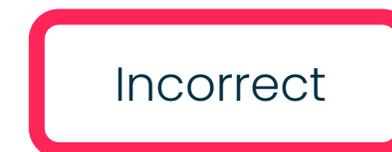
Hover State



Selected State



Feedback



Button Set 2

Normal State



Hover State



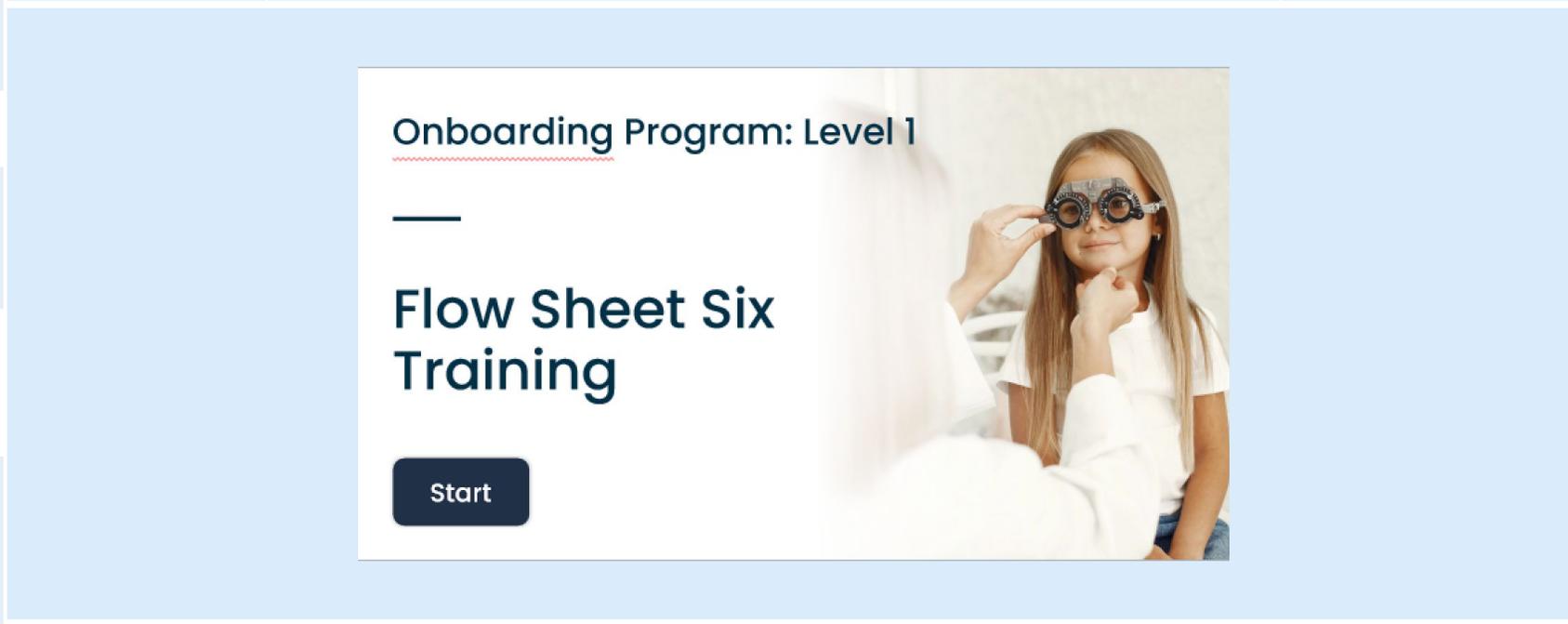
Selected State



Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	A. Introduction
Slide/ Screen # & Title:	1.1 Title Slide
Navigation:	<ul style="list-style-type: none"> Learner selects "Start" button to advance to next slide
Interactivity Notes:	
Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation

Graphics and Slide Text:

- File name: Child eye exam photo
- Onboarding Program: Level 1
- Flow Sheet Six Training



Narration/ Voiceover/ SoundFX:

Audio file: Ambient Full

Animation:

"Start" button pulses. Text and start button fade in from left with 2.0 sec entrance duration.

Date: 08/01/24

Course Name: Onboarding Program:
Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): A.1. Setting the Scene

Slide/Screen # & Title: **1.2 Setting the Scene**

Navigation:

- Slide automatically advances
- Previous button available

Interactivity Notes:

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

Graphics and Slide Text:

Video name: Setting the Scene



Narration/Voiceover/SoundFX:

Narration file: Setting the Scene
Congratulations on your new position! As an optometric technician, you play a crucial role in patient care. Today, you'll learn how to complete a Flow Sheet. This essential document provides the doctor with vital eye measurements and patient information, guiding the flow of the exam. It is completed before the patient's exam and placed in their physical file.

Animation:

Video and narration play automatically

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	A.2. Setting the Scene
Slide/ Screen # & Title:	1.3 Setting the Scene
Navigation:	<ul style="list-style-type: none"> • Slide advances automatically • Previous button
Interactivity Notes:	
Accessibility:	<ul style="list-style-type: none"> • Alt text for images • Enable keyboard navigation • Closed captioning

Graphics and Slide Text:

Video name: Waiting Room Annoyed, Clipboard Waiting Room, Happy Female Patient
 Narration file: Efficiently and Accurately
 Text: Efficiently, Accurately



Narration/Voiceover/SoundFX:

Correctly completing the flow sheet is essential for ensuring a seamless patient appointment. Mistakes can lead to diagnostic errors and delays as doctors sift through online records to verify details, which can cause frustration for both patients and physicians. However, there's no need to worry. By following the steps outlined in Flow Sheet Six, you'll efficiently and accurately provide essential information, ultimately enhancing the overall patient experience.

Animation:

Videos play automatically. Words and checkboxes fade in and out one at a time as narration reads the lines.

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	B.1. Objectives

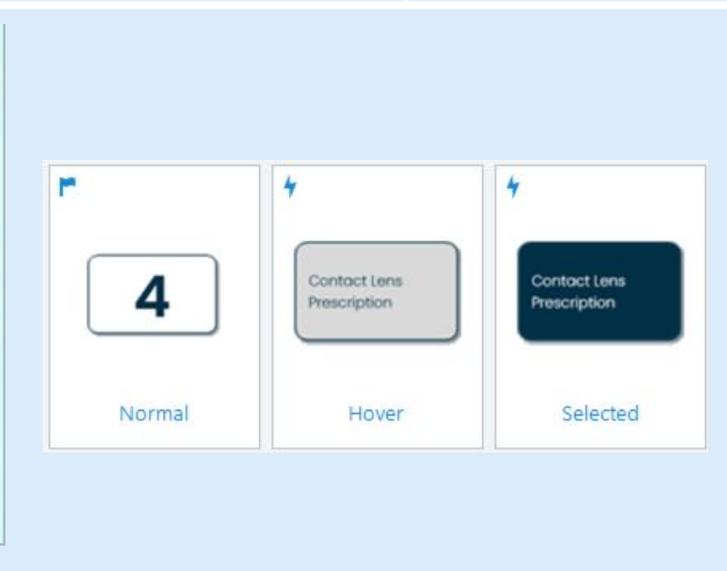
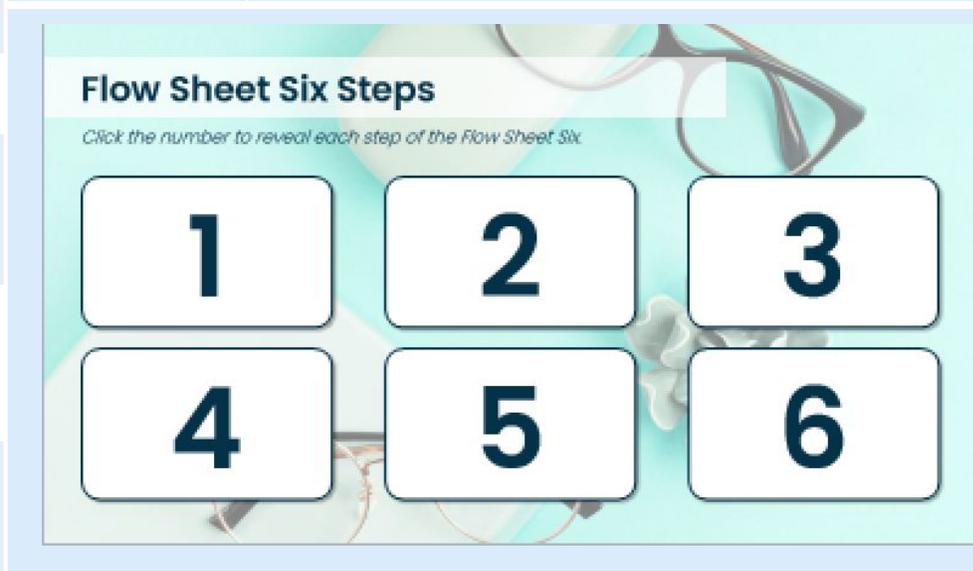
Slide/Screen # & Title:	1.4 Objectives
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Navigation:	<ul style="list-style-type: none"> • Button block rectangle normal until voiceover ends (when timeline reaches Cue pt. 1) • "Next" button is available to learner • "Previous" button is available to learner
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Interactivity Notes:	Click to reveal: <ul style="list-style-type: none"> • gray hover, blue text • blue selected, white text
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Accessibility:	<ul style="list-style-type: none"> • Alt text for images • Enable keyboard navigation • Closed captioning
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Graphics and Slide Text:	Narration file: Objectives Image: Collection of glasses Numbered buttons 1-6 Text: <ul style="list-style-type: none"> • Flow Sheet Six Steps • Click the number to reveal each step of the Flow Sheet Six 	<ul style="list-style-type: none"> • 1 - Comprehensive or Intermediate? • 2 - Recall Date & Doctor's Notes • 3 - Last Eye Exam (LEE) • 4 - Contact Lens Prescription • 5 - Cover Test & Pupil Measurements • 6 - Last Dilated Fundoscopic Eye Exam
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Narration/Voiceover/SoundFX:	Audio file: Ambient 9.8s There are six key steps to gather and document the necessary information from the patient file onto the Flow Sheet. Click on each number to reveal the corresponding step. Once all steps have been revealed, click 'Next' to proceed.
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Animation:	Number layer hides to reveal text layer when clicked by user.
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Date: 08/01/24

Graphics and Slide Text:

- Image: Flow Sheet Six Job Aid
- Image: Flow Sheet
- Step 3 zoomed in
- Text:
- Tip! Use the scroll panel to navigate this resource. Click the post-it to close the tip.
- Flow Sheet 6 icon for lightbox

Client logo:



Course Name: Onboarding Program: Level 1 Flow Sheet Six Training

Module #: 1 Flow Sheet Six Training

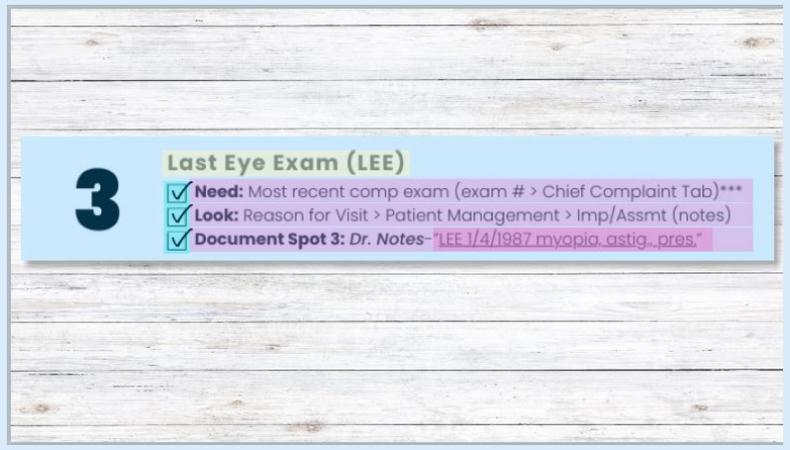
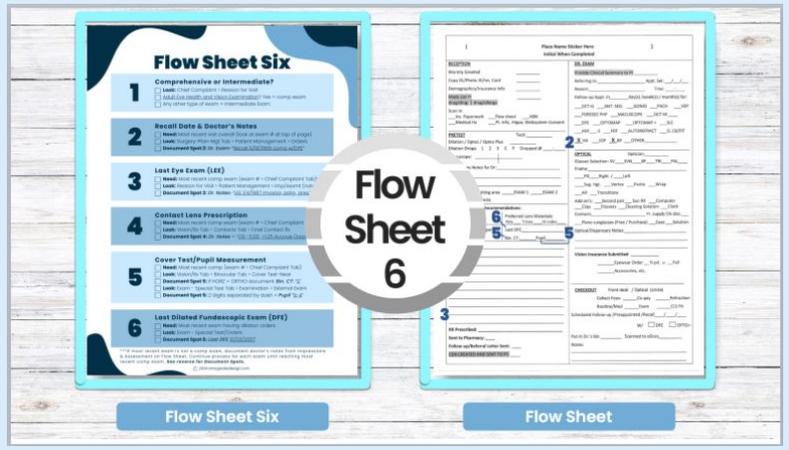
Module Section Title (Subtopic): B.2. Objectives/Job Aid

Slide/Screen # & Title: 1.5 Objectives/Job Aid

- Navigation:
- Scrolling panel
 - Previous button available to learner
 - Next button available to learner

Interactivity Notes:

- Accessibility:
- Alt text for images
 - Enable keyboard navigation
 - Closed captioning



Narration/Voiceover/SoundFX:

T2S file: T2S Flow Sheet 6

This job aid neatly organizes the six steps for completing the Flow Sheet Six. Checkboxes are conveniently placed beside each task, allowing you to use the Flow Sheet as an interactive checklist as you progress through your work. You can access this aid at any time throughout the course by simply clicking the button located in the bottom right-hand corner. Please take a moment to familiarize yourself with the job aid. When you are ready to proceed, click "Next." When you are ready to proceed, click "Next."

Animation:

Post-it note fades in from right with tip about scroll bar with 1.00 duration. Check boxes are highlighted with wipe entrance from left, wipe exit from left with 1.50 duration. Flow Sheet Six logo zooms in from slide center.

Date: 08/01/24

Course Name: Onboarding Program:
Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): B.3. Objectives/Flow Sheet

Slide/Screen # & Title: **1.6 Objectives/Flow Sheet**

Navigation:

- Scrolling panel
- Previous button available to learner
- Next button available to learner

Interactivity Notes: Learner can click markers to discover areas of Flow Sheet.

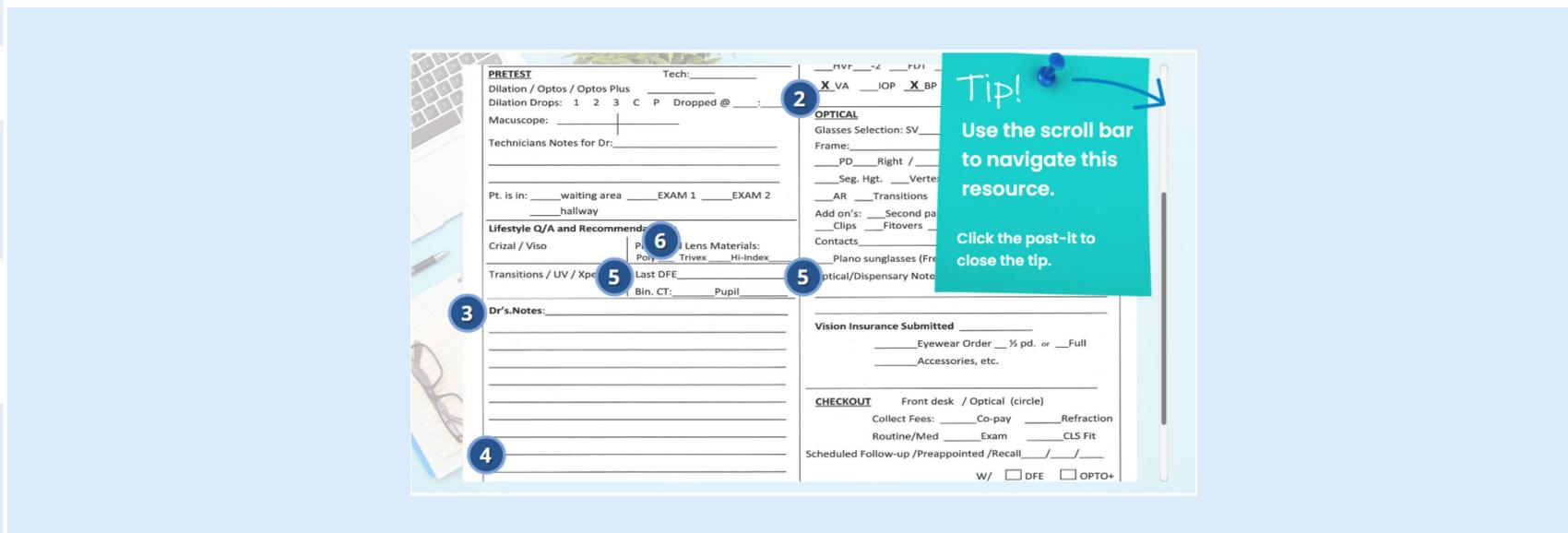
Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

Graphics and Slide Text:

Narration file: Text-to-Speech SI Flow Sheet
Image: Young girl eye exam, flow Sheet 6 icon for lightbox
Text:

- Tip! Use the scroll bar to navigate this resource.
- Click the post-it to close the tip.



Narration/Voiceover/SoundFX:

Introducing! Drum roll please. The Flow Sheet! You will notice even though there are six steps on the job aid, only steps two through six of the Flow Sheet Six correspond to specific sections of the Flow Sheet, which is the form you will complete for the patient file. Step 1, distinguishing between a comprehensive and an intermediate exam is not documented on the Flow Sheet. As you can see, Step 5, Cover Test and Pupil Measurement, is marked in two areas on the Flow Sheet, which is why it has two markers. When it is time to document, a file folder icon will be visible. You will click the file folder icon to access the Flow Sheet. Please click the markers to explore the Flow Sheet. Click "Next" when you are finished exploring.

Animation:

Markers pulse. Descriptive label of step is provided when clicked. 2: "Recall Date & Doctor's Notes," 3: "Last Eye Exam (LEE)," 4: "Contact Lens Prescription," 5: "Cover Test/Pupil Measurement," 6: "Dilation Orders"

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #:	1 Flow Sheet Six Training
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Module Section Title (Subtopic):	C.1 Activation
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Slide/Screen # & Title:	1.7 Activation
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Navigation:	<p>Learner selects A, B, or C.</p> <ul style="list-style-type: none"> Choice A (try again) jumps to slide 1.10 for feedback to try again. Choice B (try again) jumps to slide 1.7 for feedback to try again. Choice C jumps learner ahead to slide 1.9 Button block rectangle hidden when voiceover ends Previous button goes to previous slide
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Interactivity Notes:	<ul style="list-style-type: none">
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Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning
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Graphics and Slide Text:

Narration file: T2S When does the eye exam begin
Image: Young girl eye exam
Text:

- When does an eye exam begin?
- A. When the diagnosis is presented?
- B. In the exam room with the doctor?
- C. Before seeing the doctor

Client logo:

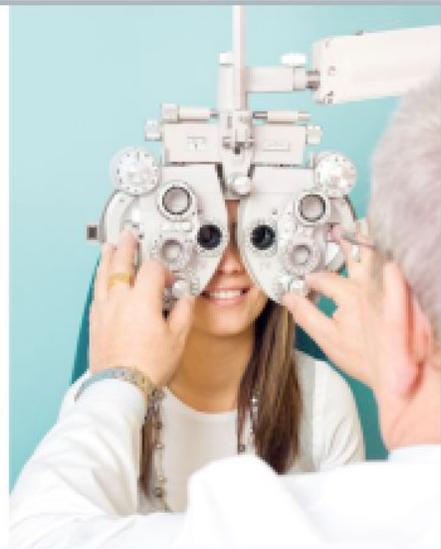


When does an eye exam begin?

A. When the diagnosis is presented

B. In the exam room with the doctor

C. Before seeing the doctor



Narration/Voiceover/SoundFX:

As an optometric technician, you also play a vital role in the patient exam process. Now that you understand when to complete the Flow Sheet, let's consider when the eye exam begins. Does it start when the diagnosis is presented, in the exam room with the doctor, or before seeing the doctor? Choose A, B, or C when you have made your decision.

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	C.2.a Activation–incorrect choice B
Slide/ Screen # & Title:	1.8 Activation
Navigation:	Learner selects A or C. <ul style="list-style-type: none"> Choice A (incorrect) jumps to slide 1.12 for feedback to try again. Choice C (Correct) jumps to slide 1.11 for feedback to try again.
Interactivity Notes:	<ul style="list-style-type: none">
Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning

Graphics and Slide Text:

Narration file: T2S When does the eye exam begin
Image: Young girl eye exam
Text:

- When does an eye exam begin?
- A. When the diagnosis is presented?
- B. In the exam room with the doctor? (strikethrough)
- C. Before seeing the doctor



When does an eye exam begin?

A. When the diagnosis is presented

~~B. In the exam room with the doctor~~

C. Before seeing the doctor

Narration/ Voiceover/ SoundFX:

Animation:

Date: 08/01/24

Course Name: Onboarding Program:
Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): C.3a. Activation incorrect choice A

Slide/Screen # & Title: **1.9 Activation**

Navigation: Learner selects B or C.

- Choice B (incorrect) jumps to slide 1.12 for feedback to try again.
- Choice C (Correct) jumps to slide 1.11 for feedback to try again.

Interactivity Notes: •

Accessibility: • Alt text for images
• Enable keyboard navigation
• Closed captioning

Graphics and Slide Text:

Narration file: T2S When does the eye exam begin
Image: Young girl eye exam
Text:

- When does an eye exam begin?
- A. When the diagnosis is presented? (strikethrough)
- B. In the exam room with the doctor?
- C. Before seeing the doctor



Narration/Voiceover/SoundFX:

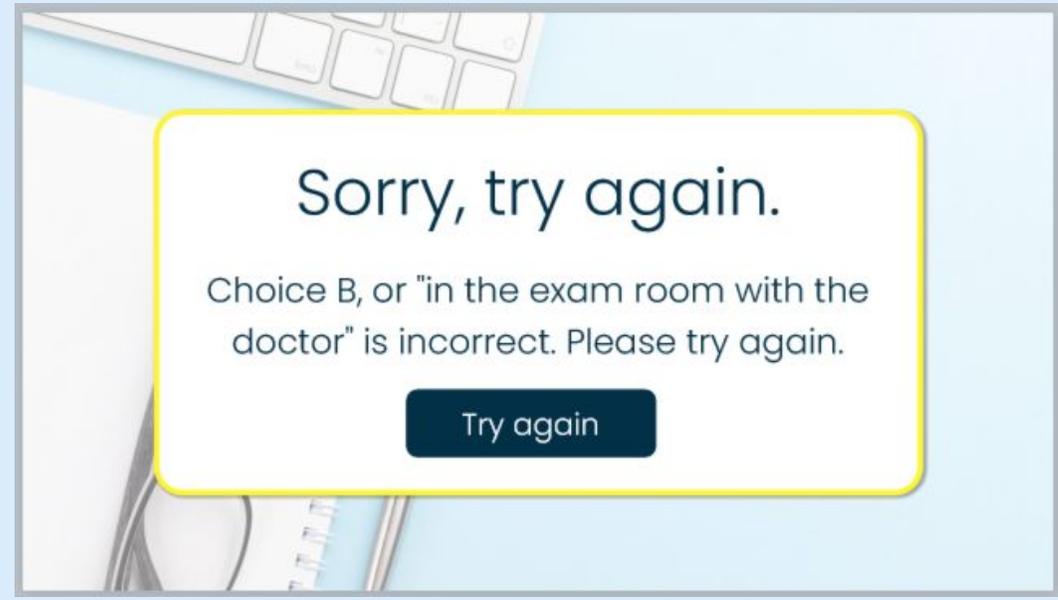
Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	C.2a.1. Feedback: Try Again (B)
Slide/Screen # & Title:	1.10 Activation
Navigation:	Learner clicks "Try again" button <ul style="list-style-type: none"> Slide returns to 1.8.
Interactivity Notes:	
Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning

Graphics and Slide Text:

Narration file: Choice B Try Again
Image: Clean sky blue desk
Text:

- Sorry, try again.
- Choice B, or "in the exam room with the doctor" is incorrect. Please try again.



Narration/Voiceover/SoundFX:

Choice B, or "in the exam room with the doctor" is incorrect. Please try again.

Animation:

Date: 08/01/24

Graphics and Slide Text:

Narration file: Text-to-Speech Correct
Image: Clean sky blue desk
Text: Great job!



Course Name: Onboarding Program:
Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): C.4a. Feedback: Great Job!

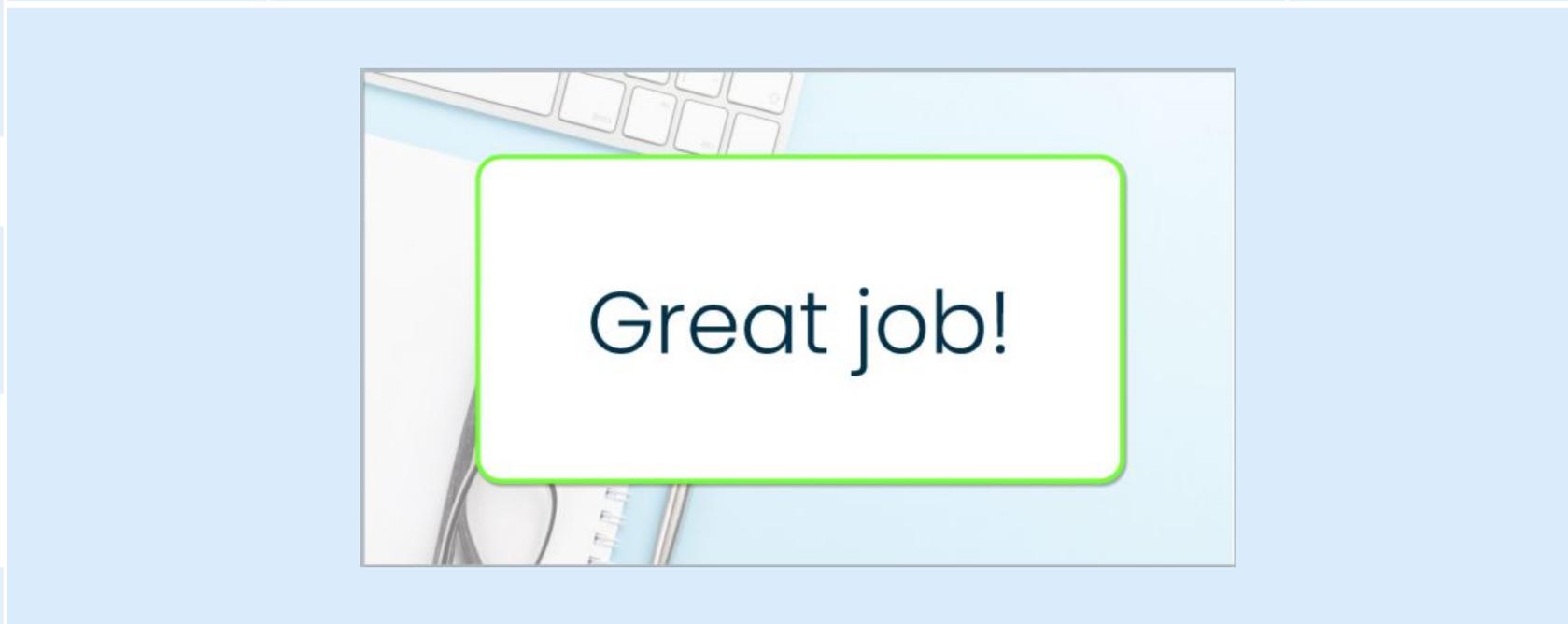
Slide/Screen # & Title: **1.9 Activation**

Navigation: Slide automatically jumps to 1.14.

Interactivity Notes:

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning



Narration/Voiceover/SoundFX:

Choice C, before seeing the doctor, is the correct choice! As an optometric technician, you will be completing the Flow Sheet BEFORE the patient visit, and administering the pre-test exam WHEN the patient arrives. YOU are the front line in providing an exceptional patient care experience. The exam begins with you!

Animation:

Date: 08/01/24

Graphics and Slide Text:

Narration file: Text-to-Speech Correct

Image: Clean sky blue desk

Text:

- You are incorrect.
- The correct answer is C, "before the exam."

Client logo:



Course Name: Onboarding Program:
Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): C.4b. Feedback: Incorrect

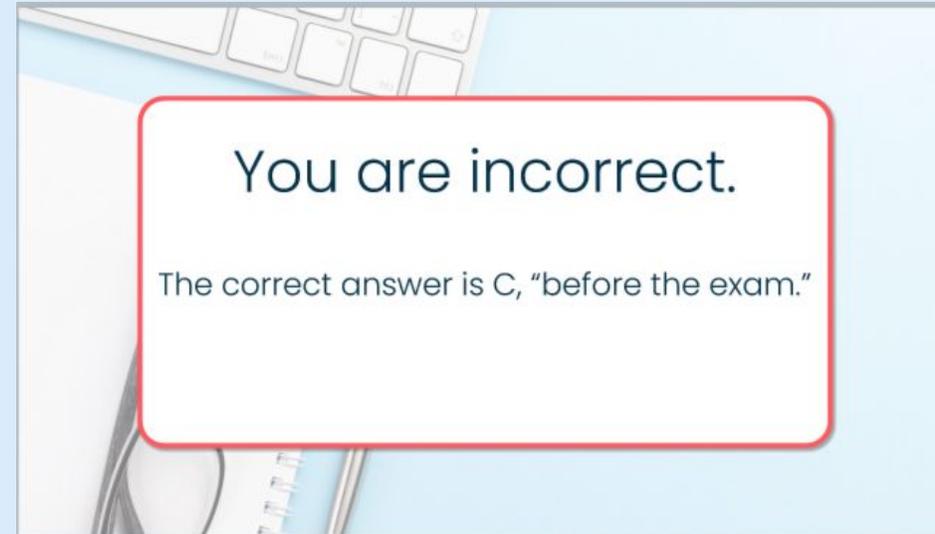
Slide/Screen # & Title: **1.12 Activation**

Navigation: Slide automatically jumps to 1.14.

Interactivity Notes:

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning



Narration/Voiceover/SoundFX:

Sorry, you are incorrect. The correct answer is C, "before the exam." As an optometric technician, you will be completing the Flow Sheet BEFORE the patient visit, and administering the pre-test exam WHEN the patient arrives. YOU are the front line in providing an exceptional patient care experience. The exam begins with, You!

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	D. Buy In for learner

Slide/Screen # & Title:	1.14 Setting the Scene
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Navigation:	<ul style="list-style-type: none"> • Continue button to advance slide • Previous button available to learner •
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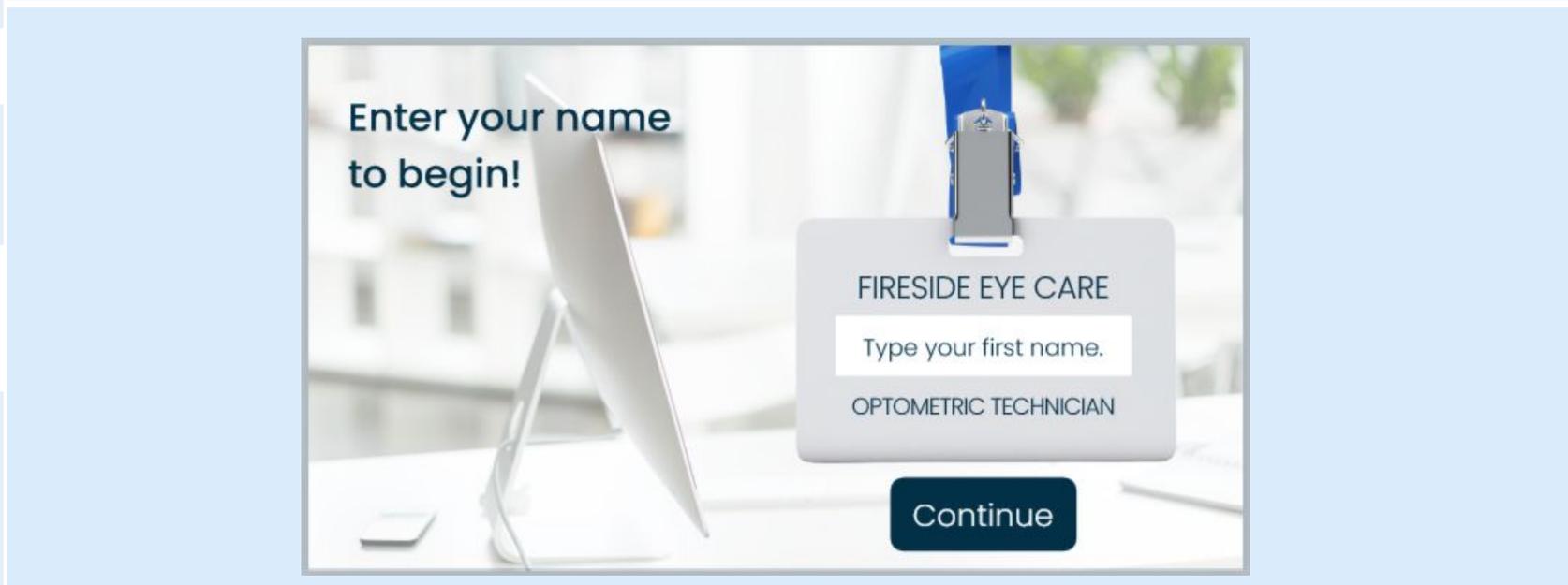
Interactivity Notes:	<ul style="list-style-type: none"> • Add text entry field to name tag
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Accessibility:	<ul style="list-style-type: none"> • Alt text for images • Enable keyboard navigation • Closed captioning
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Graphics and Slide Text:

Narration file: Choice B Try Again
Image: Background--Computer monitor
Text:

- Enter your name to begin!
- FIRESIDE EYE CARE
- Type your first name.
- OPTOMETRIC TECHNICIAN



Narration/Voiceover/SoundFX:

Are you ready? Enter your first name to begin!

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	E. Comprehensive or Intermediate title slide
Slide/Screen # & Title:	2.1 Step 1: Comprehensive or Intermediate?
Navigation:	<ul style="list-style-type: none"> Slide auto advances

Graphics and Slide Text:

Narration file: none
Image: Teal scope
Text:

- Step 1
- Comprehensive or Intermediate?



Interactivity Notes:

Narration/Voiceover/SoundFX:

Ambient Corporate Inspiring (Short 1) plays

Accessibility:

- Alt text for images
- Enable keyboard navigation

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	E.1. Comprehensive Exam Definition
Slide/Screen # & Title:	2.2 Comprehensive Exam
Navigation:	<ul style="list-style-type: none"> Slide automatically advances

Graphics and Slide Text:

Video file: Comprehensive Definition Video Scene 2
Text:

- Enter your name to begin!
- Adult Eye Health and Vision Exam
- Often an annual examination



Interactivity Notes:

Narration/Voiceover/SoundFX:

Step 1 of the Flow Sheet Six is distinguishing between a comprehensive exam and an intermediate exam. In the patient file a comprehensive exam is referred to as an adult eye health and vision exam. This exam is often an annual examination during which glasses or contact prescriptions are prescribed or renewed. It is a complete visual exam that checks the overall health of the eye, in addition to identifying any refractive eye errors, and screening for common eye diseases.

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	E.2. Intermediate Exam Definition
Slide/Screen # & Title:	2.3 Intermediate Exam
Navigation:	<ul style="list-style-type: none"> Slide automatically advances

Interactivity Notes:

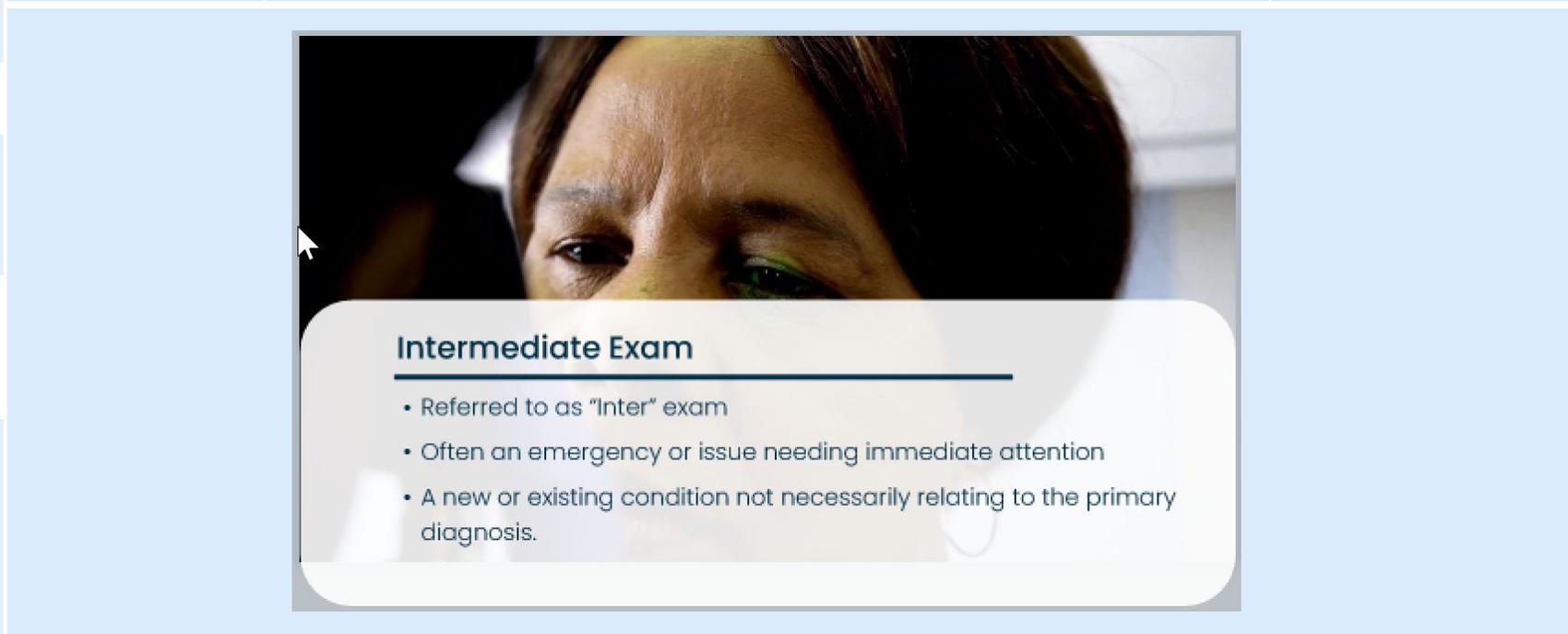
- Accessibility:**
- Alt text for images
 - Enable keyboard navigation
 - Closed captioning

Graphics and Slide Text:

Video file: Intermediate Definition Video Scene 2

Text:

- Intermediate Exam
- Referred to as "Inter" exam
- Often an emergency or issue needing immediate attention
- A new or existing condition not necessarily relating to the primary diagnosis.



Narration/Voiceover/SoundFX:

An intermediate exam is often referred to in the patient file as an "inter" exam. This type of exam is often scheduled due to an emergency or an issue needing immediate attention. Intermediate exams focus on a new or existing condition not necessarily relating to the primary diagnosis. For example, a new condition may be a sudden sensitivity to light or an eye infection caused by a scratch on the eye.

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	E.3. Comp or Inter Knowledge Check Q1
Slide/Screen # & Title:	2.4 Knowledge Check
Navigation:	<ul style="list-style-type: none"> Slide automatically advances

Graphics and Slide Text:

Image file: Tech working on laptop
Text:

- You open the online patient file. The first exam type is Adult Eye Health and Vision Examination. Is this exam a comprehensive or an intermediate exam?
- Comprehensive / Intermediate
- Comprehensive is correct! / Incorrect. Try again!



Interactivity Notes:

Narration/Voiceover/SoundFX:

Now, let's test your knowledge on distinguishing between a comprehensive and intermediate exam. Listen to the question and choose Comprehensive or Intermediate. Are you ready? Let's begin! Question number one. You open the online patient file. The first exam type is Adult Eye Health and Vision Examination. Is this exam a comprehensive or an intermediate exam? Please click the button to choose your answer.

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	E.4. Comp or Inter Knowledge Check Q2
Slide/Screen # & Title:	2.5 Knowledge Check
Navigation:	<ul style="list-style-type: none"> Slide automatically advances

Graphics and Slide Text:

Image file: Mr. Jonas dilation
Text:

- Mr. Jonas has suddenly developed a sensitivity to light. Would this exam be considered a comprehensive exam or an intermediate exam?
- Comprehensive / Intermediate
- Comprehensive is correct! / Incorrect. Try again!



Mr. Jonas has suddenly developed a sensitivity to light. Would this exam be considered a comprehensive exam or an intermediate exam?

Comprehensive Intermediate

Intermediate is correct!

Incorrect. Try again!

Interactivity Notes:

Narration/Voiceover/SoundFX:

You are doing great! Now for question number two. Mr. Jonas has suddenly developed a sensitivity to light. Is this exam a comprehensive or an intermediate exam? Please click the button to choose your answer.

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	E.5. Comp or Inter Knowledge Check Q3
Slide/Screen # & Title:	2.6 Knowledge Check
Navigation:	<ul style="list-style-type: none"> Slide automatically advances

Interactivity Notes:

Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning
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Graphics and Slide Text:

Image file: Mrs Larson eye exam
Text:

- Mrs. Larson has an appointment at 3:00 for a yearly exam. She indicates she has no changes in vision other than using her "readers" more often. Is this a comprehensive or an intermediate exam?
- Comprehensive / Intermediate
- Comprehensive is correct! / Incorrect. Try again!



Mrs. Larson has an appointment at 3:00 for a yearly exam. She indicates she has no changes in vision other than using her "readers" more often. Is this a comprehensive or an intermediate exam?

Comprehensive Intermediate

Comprehensive is correct!

Incorrect. Try again!

Narration/Voiceover/SoundFX:

You're doing fantastic! Here's your final question: Mrs. Larson has her appointment at 3:00 for her annual check-up. She's been using her "readers" more frequently but hasn't reported any other vision concerns. Is this exam a comprehensive or an intermediate exam? Please click the button to choose your answer.

Animation:

Date: 08/01/24

Course Name: Onboarding Program:
Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): E.6. Preparation for following slides

Slide/Screen # & Title: **2.7 Preparation for Flow Sheet**

Navigation:

- Continue button

Interactivity Notes:

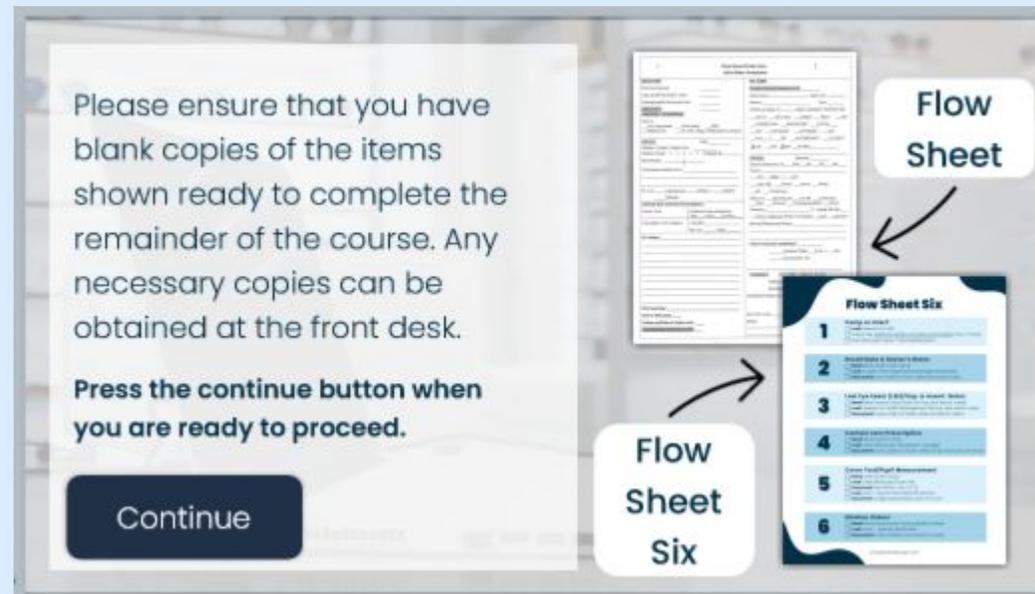
Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

Graphics and Slide Text:

Image file: Laptop on table, Flow Sheet, Flow Sheet Six Job Aid
Text:

- Please ensure that you have blank copies of the items shown ready to complete the remainder of the course. Any necessary copies can be obtained at the front desk.
- Flow Sheet
- Flow Sheet Six
- Press the continue button when you are ready to proceed.



Narration/Voiceover/SoundFX:

Audio File: Ambient Full 1

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	F. Recall Date & Doctor's Notes
Slide/Screen # & Title:	3.1 Step 2: Recall Date & Doctor's Notes
Navigation:	<ul style="list-style-type: none"> Slide automatically advances
Interactivity Notes:	
Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning

Graphics and Slide Text:

Image file: Optometrist hand eye exam
Text:

- Step 2
- Recall Date & Doctor's Notes



Narration/Voiceover/SoundFX:

Audio file: Ambient 4s

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	F.1. Introduction to patient file

Slide/Screen # & Title:	3.1 Intro to Online Patient File
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Navigation:	<ul style="list-style-type: none"> Slide automatically advances
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Interactivity Notes:	<ul style="list-style-type: none"> FS6 Button to Lightbox
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Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning
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Graphics and Slide Text:

Narration file: T2S 1: Pt File Review
Image: Fireside Logo, FS6 Button to Lightbox
Text:

- File tabs
- Chief Complaint
- Patient Hx - ROS

- Vision/Rx
- Exam - Special Test
- Surgery - Plan - Mgmt
- Images - Drawings
- Full View
- Exam 2 of 2



Narration/Voiceover/SoundFX:

Before we begin Step 2, let's review an online patient file. The online patient file features tabs along the top of the screen, each leading to additional information. The tabs, layout, and font are identical to those used in Exam Writer, the software program Fireside Eyecare utilizes for recording and storing patient files. The Flow Sheet Six job aid will be conveniently located in the bottom corner of most slides in case you ever need assistance. Please click "Next" to continue.

Animation:

- All tabs are animated to wipe in every .75s beginning when timeline starts.
- Highlighter wipes in for 6.25s timed to narration.
- Arrow on arc down motion path for 1.25s timed to narration.

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): F.2. Finding the Recall Date and Doctor's Notes

Slide/Screen # & Title: **3.1 Finding the Recall Date and Doctor's Notes**

Navigation:

- Slide automatically advances

Interactivity Notes:

Accessibility:

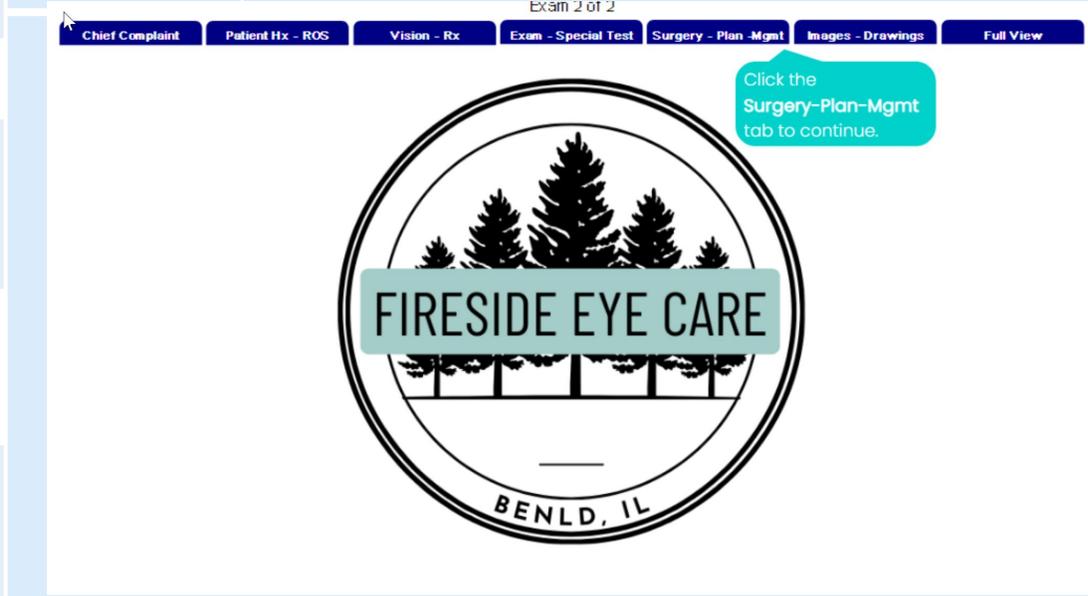
- Alt text for images
- Enable keyboard navigation
- Closed captioning

Graphics and Slide Text:

Narration files: Text to Speech: 3.2 Recall 1- Path & Look for exam date, Text to Speech: 3.2.2 Recall Scroll to Pt Mgmt, Text to Speech: 3.2.2 Recall explanation & click red file icon,
Image: Fireside Logo, FS6 Button to Lightbox
Text:

- File tabs
- Chief Complaint
- Patient Hx - ROS

- Vision/Rx
- Exam - Special Test
- Surgery - Plan - Mgmt
- Images - Drawings
- Full View
- Exam 2 of 2



Narration/Voiceover/SoundFX:

In order to determine the Recall date, we will start by identifying the most recent overall exam. This important information can be located by analyzing the exam number at the top of the file. As you can see, we are currently reviewing exam 2 out of 2, indicating that this is the second of two total exams for this patient. This confirms that this is indeed the most recent exam overall. Next we will look for the doctor's notes. This information will be found In Patient Management which is on the Surgery - Plan - Mgmt tab. Please click the Surgery-Plan-Management tab to continue.

Layer 1: You will be accessing the "Surgery - Plan - Management" tab frequently. This tab contains two important sections of patient information. "Impressions and Assessments" and "Patient Management." For Re-Call information, scroll down to "Patient Management. The Re Call information for this exam can be found under Orders. When we are ready to document, it will be recorded as follows. Re Call. 10/03/2008. Comp. with DFE. Did you notice how we substituted the phrase Annual Eye Examination with Comp? As you recall from earlier in the training, the Annual Eye Health and Vision Exam is often referred to as the Comp Exam. When you're ready to document, click the file icon to access the Flow Sheet.

Animation:

- All tabs are animated to wipe in every .75s beginning when timeline starts.
- Highlighter wipes in on layer 1, timed to narration.

Date: 08/01/24

Graphics and Slide Text:

Narration files: Text-to-Speech S3
Image: Clean teal desk background, Flow Sheet Six
Text:

- Tip! Use the scroll bar to navigate this resource. Click the post-it to close the tip.
- Recall 10/03/2008 comp w/DFE

Client logo:



Course Name: Onboarding Program: Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

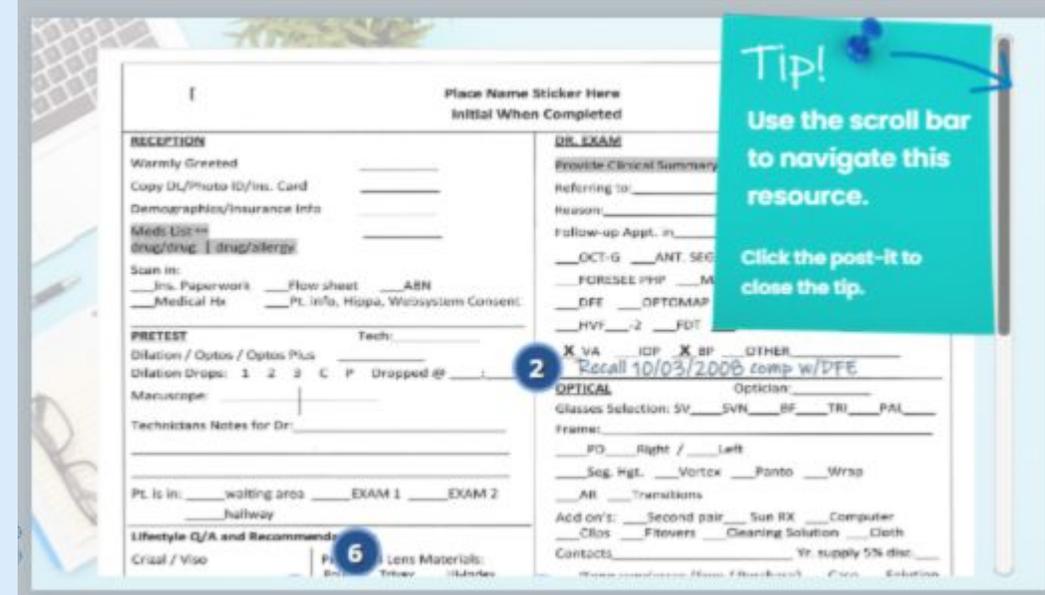
Module Section Title (Subtopic): F.3. Documenting on the Flow Sheet

Slide/Screen # & Title: **3.4 Flow Sheet Step 2 Recall Date**

- Navigation:
- Scrolling panel
 - Previous button available to learner
 - Next button available to learner

Interactivity Notes: Learner can click markers to discover areas of Flow Sheet.

- Accessibility:
- Alt text for images
 - Enable keyboard navigation
 - Closed captioning



Narration/Voiceover/SoundFX:

Locate the second marker on the Flow Sheet and record the following information on your own Flow Sheet. Recall: ten. slash. zero. three. slash. two thousand eight. Comp. w/ DFE. DFE stands for Dilated, Fundus, Exam. or a diagnostic procedure that uses eye drops to dilate the pupil to better view the inside of the eye. Once you have documented this information on your Flow Sheet, please proceed to the next slide.

Animation:

- Documentation is "written" on Flow Sheet timed to narration

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	G. Last Eye Exam (LEE) / Impressions & Assessments
Slide/Screen # & Title:	4.1 Step 3: Last Eye Exam (LEE) / Impressions and Assessments
Navigation:	<ul style="list-style-type: none"> Slide automatically advances

Interactivity Notes:	
Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning

Graphics and Slide Text:

Image file: Optometrist hand eye exam
Text:

- Step 3
- Last Eye Exam (LEE) / Impressions & Assessments



Narration/Voiceover/SoundFX:

Audio file: Ambient 4s

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): G.1 Finding the last eye exam and impressions and assessments

Slide/Screen # & Title: **4.2 Finding the Last Eye Exam (LEE)**

- Navigation:
- Slide automatically advances

Interactivity Notes:

- Accessibility:
- Alt text for images
 - Enable keyboard navigation
 - Closed captioning

Graphics and Slide Text:

Narration files: Text to Speech: 4.2 LEE Reason for Visit to Surgery Tab, Text to Speech - 4.2 LEE Pt Mgmt (Date) to Imp & Asst (Dr. Notes)
Image: Fireside Logo, FS6 Button to Lightbox, Mini File Flow Sheet
Text:

- File tabs
- Chief Complaint
- Patient Hx - ROS

- Vision/Rx
- Exam - Special Test
- Surgery - Plan - Mgmt
- Images - Drawings
- Full View
- Exam 2 of 2



Narration/Voiceover/SoundFX:

You have made it to Step 3! Congratulations! Now, we will find the Last Eye Exam. In order to get the correct date this exam must meet two criteria. 1. It must be the most recent exam, and 2. it must be the most recent comprehensive exam. Do you recall how to check for the most recent exam? If you remembered to the look at the exam number at the top of the patient file, you are correct! Since we are on exam 2 out of 2, we are on the most recent exam. Now we need to check to see if this exam is a comprehensive or intermediate exam. To do this, we will need to go to the Chief Complaint Tab. Please click the Chief Complaint tab.

Layer 1: Do you remember the specific wording to identify a comprehensive exam? Yes, it's "Adult Eye Health and Vision Exam." Look under the "Reason for Visit" section. Seeing the wording "Adult Eye Health and Vision Examination" confirms we have found the most recent comprehensive exam. Next, we need the date of the Last Eye Exam. Do you recall the tab you will visit frequently because of the important sections of patient information? If you guessed the Surgery-Plan-Management tab, you are catching on fast. Click the Surgery-Plan-Management tab to obtain the date of the Last Eye Exam.

Layer 5: The exam date is always found under patient management. The date listed, 10/03/2007, is the date of this exam. The Last Eye Exam or the L-E-E. Along with the date, we must also document the doctor's notes from this exam. These notes can be found under Impressions and Assessments, two sections above Patient Management. We do not document the headers in all-caps. When we are ready to document, it will be recorded as follows. L-E-E. 10/03/2007. bilateral. good. CL. comfort. and fit. myopia, astig., presbyopia. L-E-E stands for Last Eye Exam. Bilateral indicates both eyes. CL stands for contact lens. astig stands for astigmatism. When you're ready to document, click the file icon to access the Flow Sheet.

Animation:

- All tabs are animated to wipe in every .75s beginning when timeline starts.
- Highlighter wipes in on layer 1, timed to narration.
- Highlighter wipes in on layer 5, timed to narration.

Date: 08/01/24

Graphics and Slide Text:

Narration files: Text-to-Speech S3
Image: Clean teal desk background, Flow Sheet Six

- Text:
- Tip! Use the scroll bar to navigate this resource.
 - Click the post-it to close the tip.
 - L-E-E. 10/03/2007. bilateral. good. CL. comfort. and fit. myopia, astig., presbyopia.



Course Name: Onboarding Program: Level 1
Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

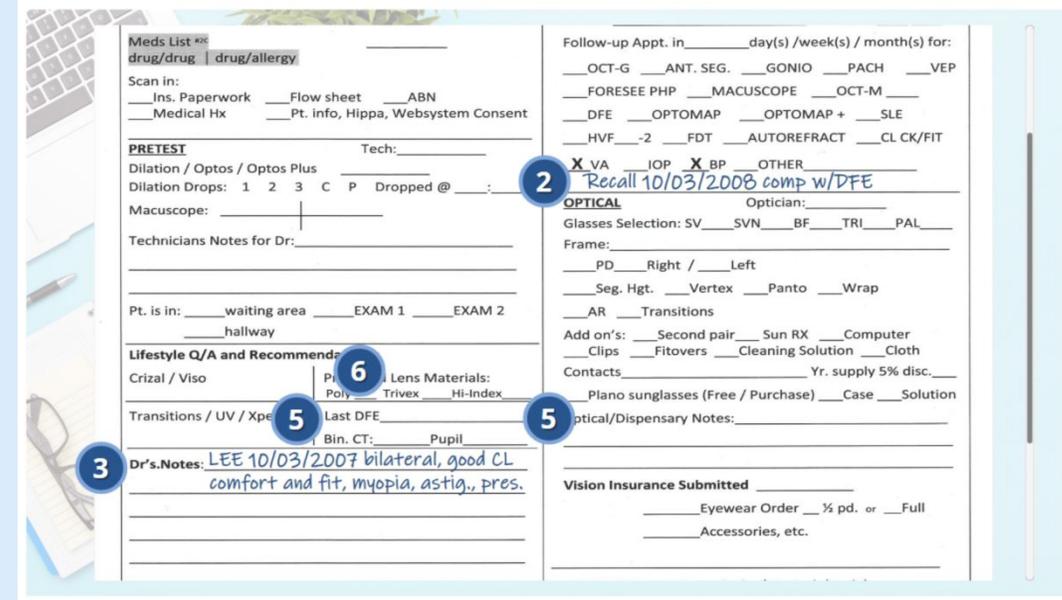
Module Section Title (Subtopic): G.1 Flow

Slide/Screen # & Title: **4.3 Flow Sheet: Documenting the LEE**

- Navigation:
- Scrolling panel
 - Previous button available to learner
 - Next button available to learner

Interactivity Notes: Learner can click markers to discover areas of Flow Sheet.

- Accessibility:
- Alt text for images
 - Enable keyboard navigation
 - Closed captioning



Narration/Voiceover/SoundFX:

This is Step 3 of the Flow Sheet Six, therefore we will document our information beside marker number 3.

Write the following. L-E-E. 10/03/2007. bilateral. good. CL. comfort. and fit. myopia, astig., presbyopia.

For further details on these terms and abbreviations, please refer to the Glossary.

There is an issue we may run into in the future. If the most recent exam is not a comprehensive exam, we will document notes from Impressions and Assessments. Then, we will check the next most recent exam to see if it is a comprehensive exam. We will repeat this process until we reach the most recent comprehensive exam.

Please click next to continue.

Animation:

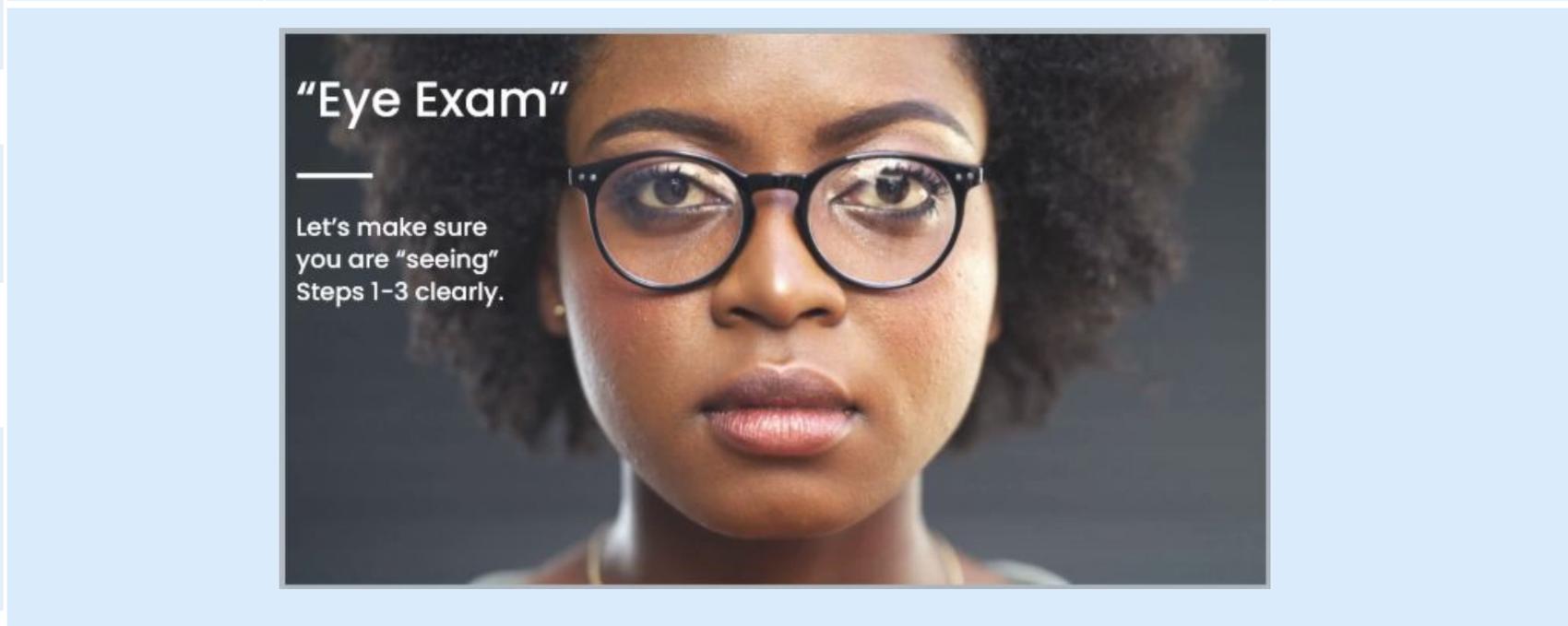
- Documentation is "written" on Flow Sheet timed to narration

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training
Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	H. Video of young girl focusing
Slide/Screen # & Title:	"Eye Exam"
Navigation:	<ul style="list-style-type: none"> Slide automatically advances
Interactivity Notes:	
Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning

Graphics and Slide Text:

Image file: Seeing Clearly video
Text:

- Eye Exam
- Let's make sure you are "seeing" Steps 1-3 clearly.



Narration/Voiceover/SoundFX:

Audio file: Ambient 4s

Animation:

Date:	08/01/24
Course Name:	Onboarding Program: Level 1 Flow Sheet Six Training

Module #:	1 Flow Sheet Six Training
Module Section Title (Subtopic):	H.2. Drag and Drop Steps 1-3 Application

Slide/Screen # & Title:	3.1 Finding the Recall Date and Doctor's Notes
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Navigation:	<ul style="list-style-type: none"> Learner clicks "submit" to check answers Learner clicks "try again" for 2nd attempt" Learner clicks continue to proceed to next module
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Interactivity Notes:	
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Accessibility:	<ul style="list-style-type: none"> Alt text for images Enable keyboard navigation Closed captioning
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Graphics and Slide Text:	
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Narration files: Text-to-Speech - 5.2 Steps 1-3 Application part 1, Text-to-Speech - 5.2 Steps 1-3 Application part 2 Image: FS6 Button to Lightbox Text:	<ul style="list-style-type: none"> 1) LEE date in Patient Management; and 2) Doctor's notes in Impressions & Assessments. Within the Surgery-Plan-Mgmt tab, find two pieces of information:
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<ul style="list-style-type: none"> First, find the most recent comprehensive exam. Look for the most recent exam (exam #'s), then go to the Chief Complaint tab. Within the Chief Complaint tab, find the Reason to Visit section. Finally, record "LEE (date) (doctor's notes) in the "Dr.'s Notes" section of the Flow Sheet. Within the Reason to Visit section, confirm the exam is comprehensive, then go to the Surgery-Plan-Mgmt tab.
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Client logo:	
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Narration/Voiceover/SoundFX:	<p>It's time for your "Eye Exam." Excuse the pun.</p> <p>SoundFX: joke rimshot</p>
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<p>Now it's your turn to demonstrate what you've learned. You have two attempts to arrange the steps for locating the Last Eye Exam in the correct order. Drag each step from the left to the corresponding position in the right column. Click "submit" to verify your answers. Any step with a checkmark is correctly placed. If you require assistance, refer to Flow Sheet Six. Best of luck!</p>

Animation:	<ul style="list-style-type: none"> All tabs are animated to wipe in every .75s beginning when timeline starts. Highlighter wipes in on layer 1, timed to narration.
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<ul style="list-style-type: none"> All tabs are animated to wipe in every .75s beginning when timeline starts. Highlighter wipes in on layer 1, timed to narration.

Date: 08/01/24

Graphics and Slide Text:

Next steps:



Course Name: Onboarding Program: Level 1 Flow Sheet Six Training

Module #: **1 Flow Sheet Six Training**

Module Section Title (Subtopic): Sections I - N

Slide/Screen # & Title:

Navigation:

Interactivity Notes:

Accessibility:

- Alt text for images
- Enable keyboard navigation
- Closed captioning

- Section I: Learner will identify and document the cover test and pupil measurement.
- Section J: Learner will identify and document the last dilated fundoscopic exam date.
- Section K: Learner will apply steps 4 - 6 of the Flow Sheet Six by completing a "Pick Many" assessment.
- Section L: The learner will observe a Vyond video of an experienced technician completing a Flow Sheet.
- Section M: The learner will evaluate sections of an online patient file and determine the correct documentation of specific areas of the Flow Sheet.
- Learner's name will populate on a certificate of completion with a passing score of 80%.
- Section N: The learner will complete a real-world application by completing a Flow Sheet using a patient file. The learner will submit the Flow Sheet to an experienced tech for review. The experienced tech will provide feedback.

Narration/Voiceover/SoundFX:

Animation: