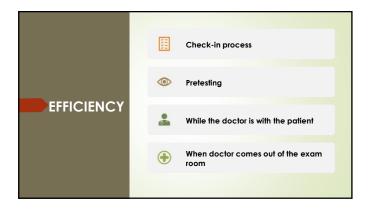


#### Provide a refresher on the workup for a basic comprehensive eye exam and a few specialized exams To help standardize documentation of ophthalmic data collected by technicians Help technician to be more efficient

# Doctor's Expectations of Technicians Get the patient ready for the doctor as quickly, yet as accurately, as possible Clean exam room equipment with alcohol in front of the patient Occluders Phoropter (!!) Slit lamp chin rest and forehead bar Notify doctor of abnormal findings from the workup

Doctor's Expectations of Technicians
Be available when the doctor exits the exam room     To receive instructions such as:
Instill dilating drops     Perform extra testing
Pull contact lenses and/or teach CL insertion and removal     Escort the patient to the optical or checkout desk
Assist with the clinic flow by knowing the status of each patient (or at least the patients you worked up)
the patient spends the minimum amount of time possible in the clinic     the doctor does not have any down time



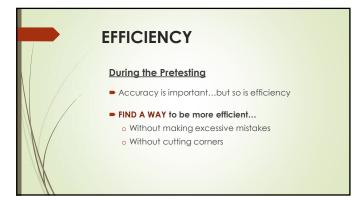


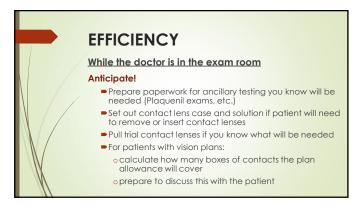
	EFFICIENCY
	Check-in Process
	Things that MUST be done by front desk before patient can be taken by technician:
1	Insurance card and ID copied/scanned
/	Consents signed
	Demographics confirmed
	Copay collected (depends on office policy)
	<ul> <li>When you are available to work up a patient, check the waiting room/front desk line for patients that are filling out paperwork.</li> </ul>
	<ul> <li>Don't wait on your patient to get to the front of the check-in line or fill out the history form if the REQUIRED things are complete</li> </ul>
	<ul> <li>If patient hasn't finished signing consents, see if you can help get it done faster by explaining the documents</li> </ul>

#### EFFICIENCY Check-in Process DO NOT wait for the patient to fill out a history form! The point of the history form is to save time for the technician and/or to give the patient something to do while they are waiting Skip it and ask the questions verbally It only saves time if already filled out by the time the technician is ready for the patient Some doctors want to see the form as filled out by the patient In this case, do everything you can to get the patient ready, then allow them to fill it out while you are measuring their glasses or they are waiting for the doctor after you have completed the pretesting

### EFFICIENCY During the Pretesting Do everything you can to minimize your time Take automated blood pressure while you measure glasses Type AR and lensometry readings into EMR while measuring visual acuity Memorize the acuity chart to recognize when a letter is misread







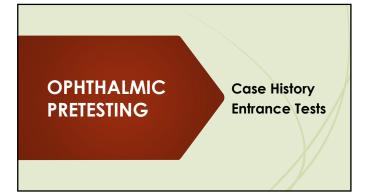
#### EFFICIENCY While the doctor is in the exam room Anticipate! Use a system to indicate which room the doctor should enter next and what is waiting for him/her in that room White board Flags Laminated signs

♦ Magnets on door or doorframe

#### EFFICIENCY When the doctor walks out of the exam room "How can I help?" Have ancillary testing orders ready for doctor to fill out/sign or be prepared to fill it out with the doctor's instructions Be ready to conduct ancillary testing or walk patient to the area if there are designated technicians for OCT, VF, etc. Bring the spec Rx or CL Rx from the printer Get any samples recommended by the doctor

#### Keep track of how long it has been since drops were instilled Mark dilation time somewhere OUTSIDE the exam room for easy access Let the doctor know when the patient is ready for the dilated fundus exam "In some clinics, drops are instilled before the doctor sees the patient, due to standing orders, so the above will take place as part of the pretesting. Utilize exam rooms efficiently by moving dilating patients to another area and putting the next scheduled patient (or a dilated patient that is now ready) in the room

# When the doctor walks out of the exam room Politely interrupt pretesting one patient to get another patient dilated or in line for ancillary testing, if necessary o Listen for the doctor to exit a room When the visit is complete, walk the patient to the optical and/or the checkout desk



# OPHTHALMIC PRETESTING Entrance Tests Visual Acuity (VA) Autorefraction (AR) Keratometry (K's, K readings) Lensometry Confrontations Extraocular Motilities (EOM's) Pupils Tonometry Vital Signs

### ALWAYS check VA before doing anything else to the eye Use the correction worn to the office (specs, contacts, or no correction) Medicolegal reasons

#### VISUAL ACUITY (VA) ALWAYS note sc or cc and type of correction o sc = without correction o cc = with correction o type of correction "w/g|" or "w/c|" Habitual correction is that which the patient normally uses usually the specs/cl's worn to the office denoted as "hab specs" or "hab cl's"

#### VISUAL ACUITY (VA) ALMOST ALWAYS measure right eye first (some exceptions, especially in pediatrics clinic) Exception: you know that VA is significantly less in one eye than the other. Measure the poor eye first to avoid memorization of rows that we only have 1 line for, Especially if the visit is to determine if VA has improved in that eye due to treatment, etc.

#### 

prompting or correcting patient

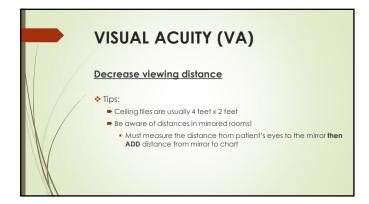
#### Pinhole if measure is worse than 20/20 Measure near vision (NVA) with habitual correction if patient is over age 40 Need unaided VA somewhere in the overall chart, so quickly check it on new patients if it is not the habitual correction "<20/400" is adequate documentation for unaided VA if patient has specs or cl's with them

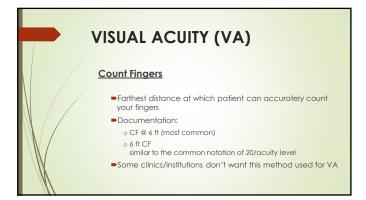
# VISUAL ACUITY (VA) When checking VA If patient can see at least the big E from the appropriate distance: Block off a vertical column to make it faster Block off entire line of the smallest letter they got correct More than ½ correct = go to next smaller line Less than half correct = stop Encourage guessing Don't accept "I can't see it" until you have urged guessing We are not measuring what they can easily see or what letters they are sure they can get correct...we are looking for the threshold...the minimum legible

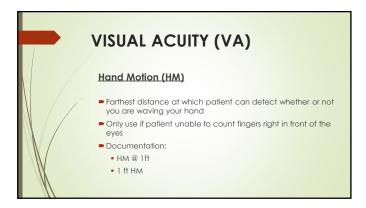
### VISUAL ACUITY (VA) Documentation • smallest line read with at least ½ the letters correct • minus the number missed on that line, • plus the number correct on the next line • Followed by pinhole acuity • Example: OD 20/25-1+2 ph 20/20-1 OS 20/40+1 ph 20/25

1	
Progression of VA measurements I  Decrease the dis  Count fingers  Hand motion (HM  Light projection (I  Light perception	1) Lproj or LP w/ proj)

# VISUAL ACUITY (VA) Decrease viewing distance Walk the patient toward chart or move chart toward the patient Most useful in low vision clinic Documentation: distance in feet from chart to pt's eyes, over the size of line with ½ or more letters read correctly Examples: 10/120, 5/200, or more likely X/400 (distance at which patient can first make out the big E)







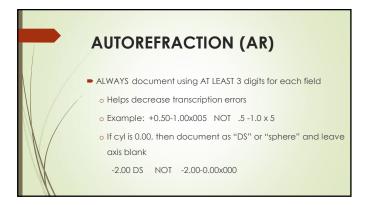
# VISUAL ACUITY (VA) Light Projection (Lproj or LP w/proj) Rarely used – often skip to light perception Only use if unable to detect hand motion Pt determines the direction a light is coming from Use a transilluminator Must be careful that better eye is COMPLETELY blacked out Document as Lproj, LP c proj, or LP w/proj

### VISUAL ACUITY (VA) Light Perception (LP) Patient can tell if light is off or on, but not the direction from which it is shining Must be careful that better eye is COMPLETELY blacked out Document as LP or NLP (No light perception) NLP denotes a COMPLETELY blind eye sometimes you must take the patient's word for it because of difficulty completely eliminating input to the other eye

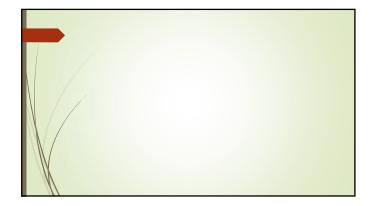
#### 

# AUTOREFRACTION (AR) Use MINUS CYL for optometry and PLUS CYL for ophthalmology Keep cyl documentation consistent throughout the CURRENT visit Can be converted by hand without going back to the instrument to reprint Starting with minus cyl: Add the sphere and cyl: Change the sign of the cyl: Change the sign of the cyl: Change the axis 90 degrees: Above measurement changed to plus cyl: Above measurement changed to plus cyl: -1.25+2.25x005

# AUTOREFRACTION (AR) Converting from plus cyl to minus cyl • add the sphere and cyl to get the new sphere • change the sign of the cyl • then change the axis by 90 degrees These 2 prescriptions result in EXACTLY THE SAME spectacle lens AUTOREFRACTION (AR)+2.75+1.50x100 +2.75+1.50x100 +2.75+1.50x100 +2.75+1.50x100 +2.75+1.50x100 +2.75+1.50x100 +2.75+1.50x100 +2.75+1.50x100



#### KERATOMETRY (K's, K readings) Measures the curvature of the cornea Usually taken by autorefractor If the patient will be refracted by the doctor OR fitted in contact lenses, put the autok readings in the chart If the data is collected, it should be documented. BUT, don't let documenting cause the clinic to get backed up

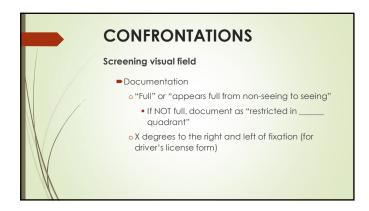


	LENSOMETRY
<u> </u>	Measures the power of spectacle lenses
	o Can also measure prism
	Can also locate the optical center of the lens
\\ / / •	This is a good time to take automated BP (EFFICIENCY!)
<b>\\</b> // ·	<ul> <li>ALWAYS measure the patient's glasses – do NOT copy last refraction or last prescription</li> </ul>
	We need to know the Rx through which VA was measured
\W	o Pt may have gotten new specs elsewhere since they were last in our clinic
///	Pt may have gotten new specs mixed up with old specs
	Specs may not have been made correctly

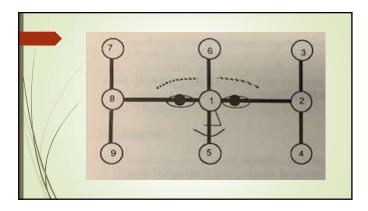
# LENSOMETRY Check for a bifocal, regardless of age EVEN IF patient tells you they don't have one Progressives have laser markings indicating type and power of PAL ALWAYS document using AT LEAST 3 digits for each field Helps decrease transcription errors Example: +0.50-1.00x005 NOT .5-1.0 x 5 If cyl is 0.00, then document as "DS" or "sphere" and leave axis blank -2.00 DS NOT -2.00-0.00x000

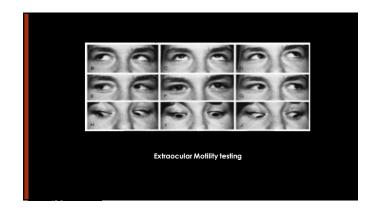
#### CONFRONTATIONS • Very rough test of peripheral vision/visual field • Only effective for substantial visual field losses • Finger Counting (preferred) • Examiner sits arm's length from and eye level with the patient • Use 1, 2, or 5 fingers • Do not move or wiggle your fingers • Fingers should be midway between examiner and patient • present fingers in mid-periphery • If consistently unable to see fingers in a certain quadrant, slowly move them toward fixation until patient can see/count them • Document as FIFC (full to finger counting) or restricted in quadrant,

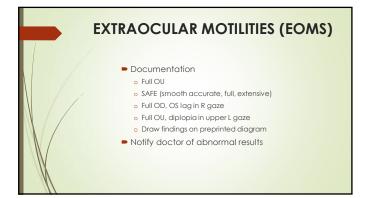
	CONFRONTATIONS
	Screening visual field
	<ul> <li>For patients unable to count fingers OR if angle of vision needed for driver's license vision evaluation</li> </ul>
	Use a red capped bottle, your finger, or a fixation target
	<ul> <li>Use your other hand or a second fixation target to keep them looking straight ahead</li> </ul>
	■ Test horizontal and vertical meridians and the 4 quadrants
	<ul> <li>Normal field of vision is 90 degrees temporally, 60 degrees nasally and superiorly, and 70 degrees inferiorly, from the fixation point*</li> </ul>
//	*Ophthalmic Professional, Valume: 6, Issue: September 2017, page(s): 18, 11

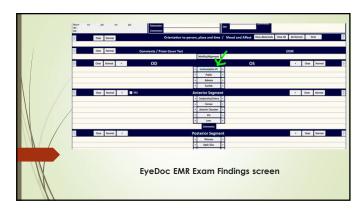


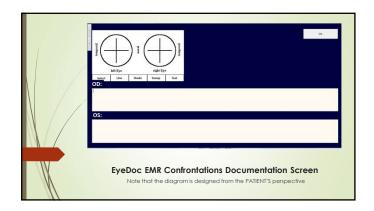
# EXTRAOCULAR MOTILITIES (EOMS) Assesses the range of motion of each eye and conjugate eye movements Fixation target: penlight, transilluminator, parrot stick, pen tip, fingertip Instruct patient to tell you if they feel significant pain or if they see double at any point Start with fixation target straight ahead of patient's eyes (primary gaze) Move target in an H pattern Moves the eyes into the 6 cardinal positions of gaze The cardinal positions of gaze require each extraocular muscle in each eye to work at some point in time Note any point at which eyes appear misaligned

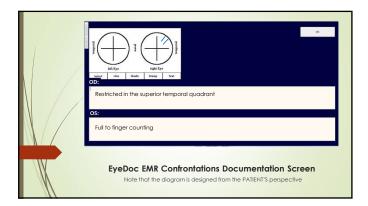


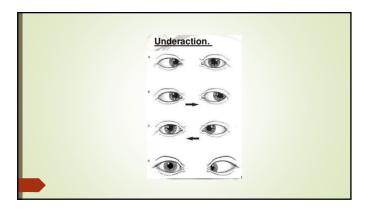


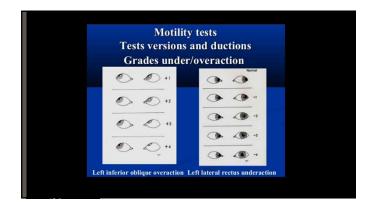


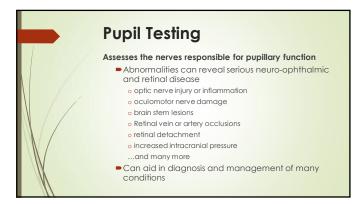


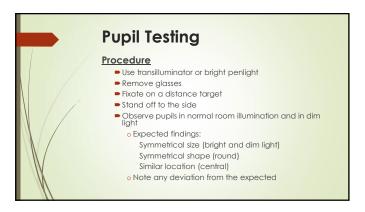








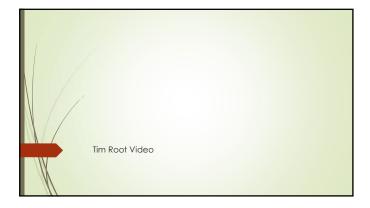


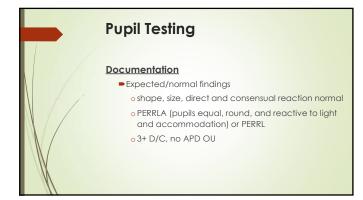


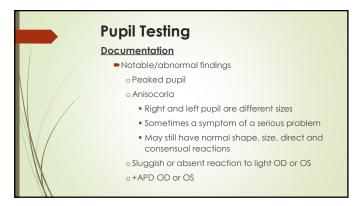
# Procedure Procedure

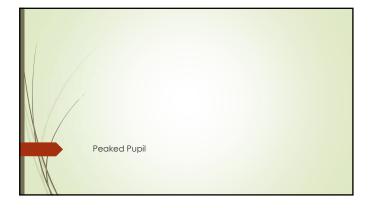
# Pupil Testing The Accommodative Response • the constriction of the pupils due to increased focusing of the eye • Patient maintains distance fixation as you hold up a near target with visual detail (parrot stick, near card) • Instruct the patient to focus on the near target • Look for pupillary constriction

# Pupil Testing APD Testing Procedure • Evaluate for a relative afferent pupillary defect (APD/RAPD) • Move the light between the eyes repeatedly, leaving it on each eye for 3-5 seconds. Be sure to shine an equal intensity of light into each eye. • After 2-3 cycles, observe the direction of response (constriction or dilation) and the size of each pupil at the moment when the light first arrives there • The pupil should initially constrict slightly, then may dilate a little bit as the light is held on it • Pupillary hippus is spasmodic, thythmic, but regular dilating and contracting pupillary movements • A positive APD is when the responses of the right and left pupils are unequal during this test • The doctor will likely want to evaluate this himself/herself if +APD

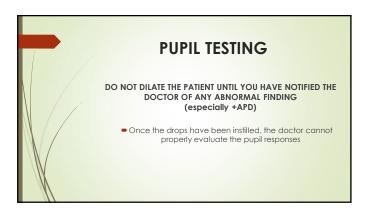






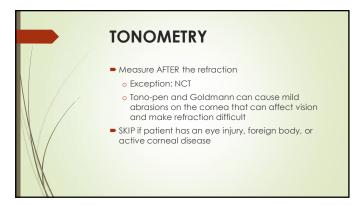






TONOMETRY
Measures the intraocular pressure of the eye (IOP) IOP is one of the things we use to diagnose glaucoma IOP is not related to or affected by blood pressure

TONOMETRY
■ Types
o Indentation tonometry
<ul><li>Shiotz</li></ul>
<ul> <li>Pneumotonometer (combined applanation and indentation processes)</li> </ul>
<ul> <li>Tono-pen (combined applanation and indentation processes)</li> </ul>
Applanation tonometry
<ul> <li>Non-contact (air puff, NCT)</li> </ul>
<ul><li>Goldmann</li></ul>
■ Tono-pen
Rebound tonometry
■ Icare® tonometer



TONOMETRY
Documentation  ■ Instrument used  ■ Measurement followed by "mm Hg"  ■ Time of day the measure was taken  NCT  OD: 18 mm Hg  OS: 17 mm Hg @2:43 pm  ■ Flag/notify doctor if above 21 mm Hg

	TONOMETRY
	Tono-pen Procedure
1	Use great care when handling the instrument
	o The tip is extremely sensitive and easy to damage
	o Repairs can cost a lot and take a long time to complete
	<ul> <li>Always store with a tip cover on the instrument</li> </ul>
	Use a new tip cover for each
\W	■ Instill one drop of anesthetic in each eye
1	<ul> <li>Instruct patient to focus on a distant object straight ahead</li> </ul>

### TONOMETRY Tono-pen Procedure While taking the measurement Instruct patient to keep BOTH eyes open wide ""try not to squeeze" Keeping the opposite eye open helps a lot with fixation Encourage patient to breath normally or take deep breaths Use the headrest if patient keeps backing away from you Do not apply pressure to the globe

	TONOMETRY
	Tono-pen
	<ul> <li>Can be used with patient in a reclined position if necessary</li> </ul>
	Older child who tries to grab examiner's hands
	o Younger child cradled in parent's lap
	Repeat if measure is not within 5% accuracy
	<ul> <li>If unable to obtain a measure at 5%, document the percentage after the reading Example: OD: 12 mm Hg @ 10%</li> </ul>

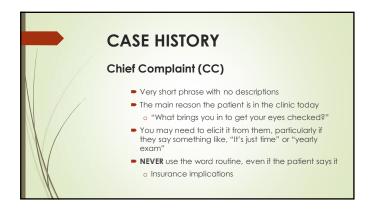
# VITAL SIGNS The Big Four blood pressure pulse body temperature respiratory rate Body temperature and respiratory rate are not generally measured in eye care, although there are exceptions OMD performing a history and physical (H&P) before surgery some eye infections, especially in children

	VITAL SIGNS
	Blood Pressure
	■ Denoted as a fraction with Systolic pressure over Diastolic pressure
	<ul> <li><u>Systolic blood pressure</u> (the top number)</li> <li>Indicates how much pressure the blood is exerting against the artery walls when the heart beats</li> </ul>
	<ul> <li><u>Diastolic blood pressure</u> (the bottom number)</li> <li>Indicates how much pressure the blood is exerting against the artery walls while the heart is resting between beats</li> </ul>
	<ul> <li>Document which arm or wrist and position of patient Example: 122/76 right arm sitting</li> </ul>
\\V	■ Notify doctor of abnormal findings
//	<ul> <li>Check with doctor before using phenylephrine (ESPECIALLY 10%) when dilating a patient with high blood pressure</li> </ul>

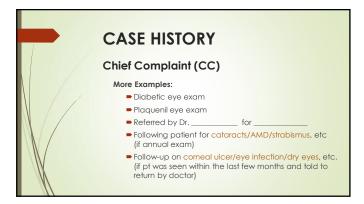
	Blood Pressure Categories  American Ame				
ı	BLOOD PRESSURE CATEGORY	SYSTOLIC mm Hg (upper number)		DIASTOLIC mm Hg (lower number)	
۱	NORMAL	LESS THAN 120	and	LESS THAN 80	
١	ELEVATED	120 - 129	and	LESS THAN 80	
١	HIGH BLOOD PRESSURE (HYPERTENSION) STAGE 1	130 - 139	or	80 - 89	
١	HIGH BLOOD PRESSURE (HYPERTENSION) STAGE 2	140 OR HIGHER	or	90 OR HIGHER	
	HYPERTENSIVE CRISIS (consult your doctor immediately)	HIGHER THAN 180	and/or	HIGHER THAN 120	
	©American Heart Association heart.org/bplevels				

VITAL SIGNS
<ul> <li>Pulse</li> <li>Document if your automated BP cuff measures it</li> <li>No need to manually measure it unless your doctor specifically requests it</li> <li>Pain</li> <li>For our purposes, limit it to pain in or around the eye</li> <li>Scale of 1-10</li> <li>10 = the worst pain the patient has ever felt</li> </ul>

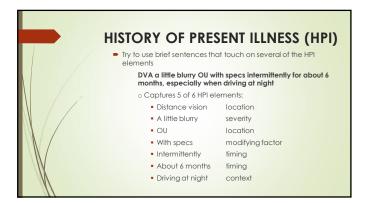
OPHTHALMIC PRETESTING  Case History  Chief Complaint (CC) History of Present Illness (HPI) Last eye exam (LEE) Ocular History (OH) Medical History (MH) Medications	
<ul><li>► Allergies</li><li>► Family History (FH)</li><li>► Social History (SH)</li></ul>	







	CASE HIST	ORY	
	History of Prese	ent Illness (H	IPI)
	■ This is where ye	ou expand on t	the CC
	■ But first: ask a	bout their last e	eye exam (LEE)
	o When, whe	re and with wh	om
	,	omments they r have the begi	make about it nnings of cataracts."
	Elements of th	e HPI	
	<ul> <li>Location</li> </ul>	<ul> <li>Quality</li> </ul>	• Severity
	• Timing	Context	<ul> <li>Modifying factors</li> </ul>





HISTORY OF PRESENT ILLNESS (HPI)
Recommended questions for some common chief complaints:
Eye pain/discomfort     Which eye     When did it start     Do you wear contact lenses/sleep in your contacts?     Any trauma?     Specific incident where something got into the eye?     Describe the pain/discomfort     Gritty, sharp pain, dull ache, eye strain, burning, itching, etc.     What are you usually doing when you notice the symptoms

	HISTORY OF PRESENT ILLNESS (HPI)
	Recommended questions for common chief complaints:
	■ Diabetic Eye Exam
	o Last Eye Exam:
	<ul> <li>Year diabetes was diagnosed: (NOT "about 10 yrs ago," but rather "about 2009")</li> </ul>
	o Doctor managing diabetes:
	<ul><li>Last blood glucose reading:</li></ul>
\W	oLast HgbA1c:
//	o THEN list any problems with vision/specs, etc.

	HISTORY OF PRESENT ILLNESS (HPI)  Recommended questions for common chief complaints:
	Plaquenil Eye Exam
	<ul> <li>Dose of Plaquenil (= hydroxychloroquine) and frequency</li> </ul>
	o Year (and month, if known) the medication was first started
	o Disease for which medication is taken
	<ul> <li>Doctor who prescribes the medicine – the eye doctor will need to send them a report</li> </ul>
1	<ul> <li>Pt is on 200mg Plaquenil twice a day since 3/2016 for lupus, prescribed by Dr. Vasandani</li> </ul>

# HISTORY OF PRESENT ILLNESS (HPI) Plaquenil Eye Exam Ancillary testing OCT of the retina with autofluorescence Central 10-2 visual field Amsler grid No longer recommended for monitoring Plaquenil patients Ask the doctor if he/she wants it done for Plaquenil patients and conduct it during screening if so

OCULAR HISTORY
<ul> <li>List previous diagnoses from your clinic here</li> <li>Documentation for new patients:         <ul> <li>Wears glasses/cl's</li> <li>No eye surgeries (or list the ones they have had, especially cataract surgery and by whom)</li> <li>List any significant eye injuries or trauma</li> </ul> </li> </ul>



MEDICATIONS
<ul> <li>► For new patients</li> <li>o Ask about eye drop use</li> <li>o Ask for a list of current medications</li> <li>► For established patients:</li> <li>o Go over each medication from the last visit</li> <li>o DO NOT simply ask if any medicines have changed since the last visit</li> <li>■ "Are you still taking?"</li> </ul>

	ALLERGIES
	<ul> <li>Mostly concerned about medication allergies</li> <li>For new patients:</li> </ul>
1	<ul> <li>List medication and the reaction patient has to it</li> </ul>
	Examples: Penicillin (PCN) – anaphylaxis Sulfa drugs – hives
	<ul> <li>If none, document as NKDA (no known drug allergies) or NKMA (no known medical allergies)</li> </ul>
	► For established patients:
	On over each allergy from the last visit I show you are allergic to

FAMILY HISTORY
We are mostly concerned about family ocular history  Glaucoma  Macular degeneration  Retinal detachment  Blindness  Strabismus – an eye that turns in or out  Amblyopia – one eye that doesn't see as well as the other even with glasses  Only interested in blood relatives



