



OPERAS INSTRUCTION MANUAL



REGISTRATION

Accessing OPERAS

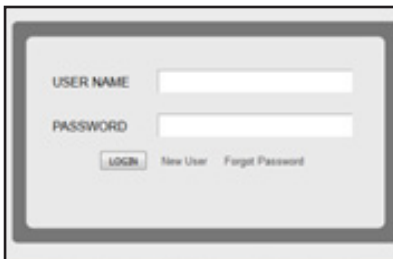
Open a web browser and type www.occeyecare.ca

Scroll down to the “**Quick Links**” section and click on “**Physician Login**”

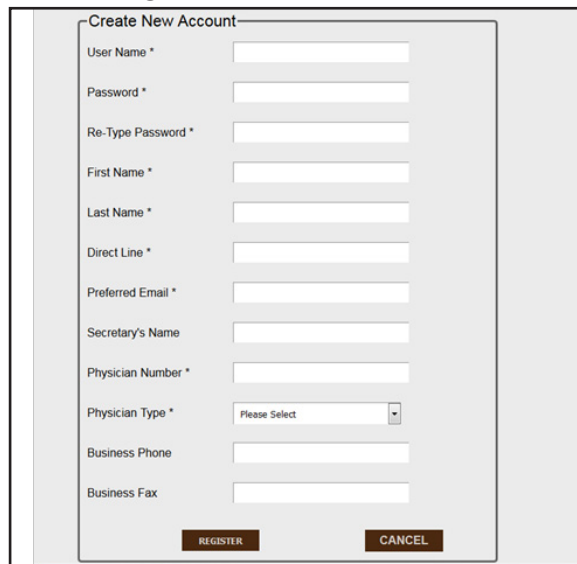


New User Registration

To begin creating an OPERAS account, click on “**New User**”



You will be prompted to choose a username, password, and to enter pertinent personal information to ensure referral tracking.

A screenshot of a 'Create New Account' registration form. It contains the following fields from top to bottom: 'User Name *', 'Password *', 'Re-Type Password *', 'First Name *', 'Last Name *', 'Direct Line *', 'Preferred Email *', 'Secretary's Name', 'Physician Number *', 'Physician Type *' (with a dropdown menu showing 'Please Select'), 'Business Phone', and 'Business Fax'. At the bottom right are two buttons: 'REGISTER' and 'CANCEL'.

Click on “**Register**” to complete the registration process.

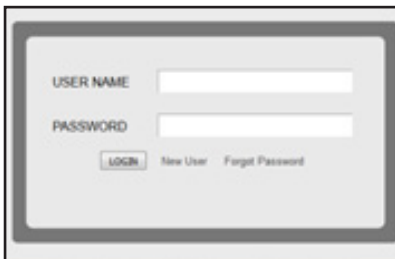
Please note: New user activations take 24-48 hours to be completed. The physician will be notified following activation via email to the address provided in the registration form.

FIRST LOGIN

First Login

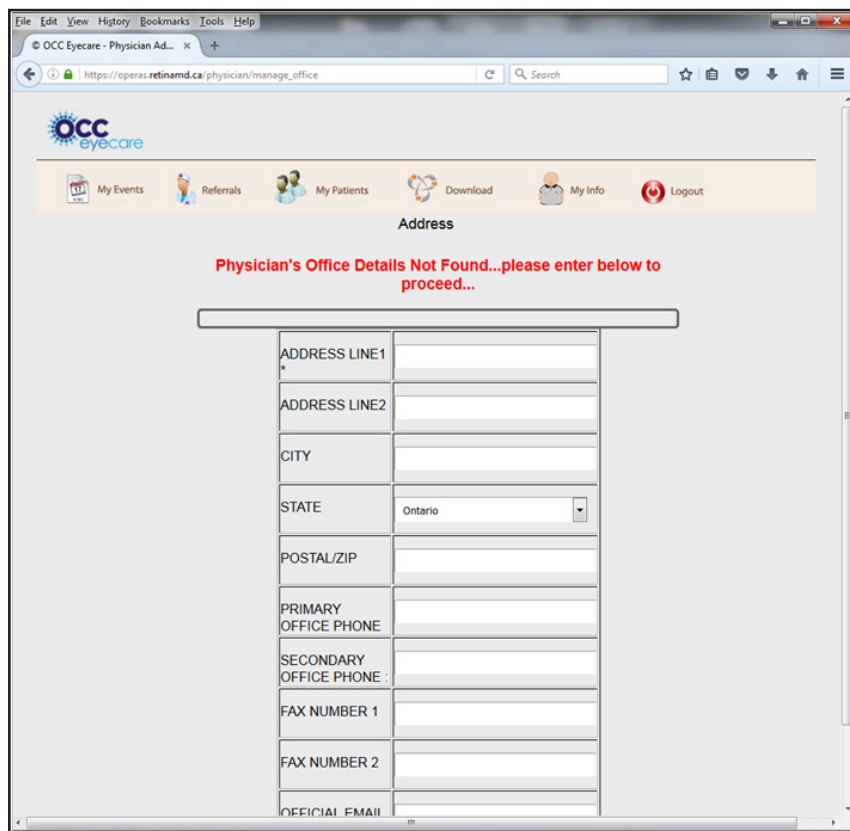
To login for the first time, you will return to the OPERAS homepage. You will be prompted to enter your username and password that was set up in the initial registration process.

Upon entering the credentials, click on **“Login”**



A login form with two input fields: "USER NAME" and "PASSWORD". Below the fields are three buttons: "LOGIN", "New User", and "Forget Password".

On your first login, you will be prompted to enter your office details.



A screenshot of a web browser displaying the OPERAS web application. The browser's address bar shows the URL https://operas.retinamd.ca/physician/manage_office. The page features the OCC eyecare logo and a navigation bar with links: My Events, Referrals, My Patients, Download, My Info, and Logout. The main content area is titled "Address" and displays a red message: "Physician's Office Details Not Found...please enter below to proceed...". Below this message is a form with the following fields: ADDRESS LINE1, ADDRESS LINE2, CITY, STATE (with a dropdown menu showing "Ontario"), POSTAL/ZIP, PRIMARY OFFICE PHONE, SECONDARY OFFICE PHONE, FAX NUMBER 1, FAX NUMBER 2, and OFFICIAL EMAIL.

SENDING A REFERRAL

Sending a Referral - New Patient

To begin sending a referral for a new patient, navigate to the “Referral” tab.

You will be prompted to enter the personal details of the patient being referred.

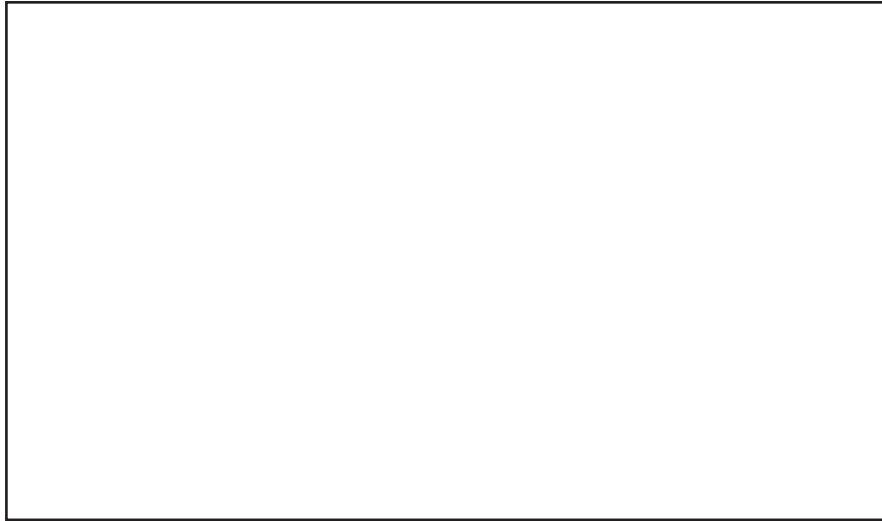
The screenshot shows a web form titled "New Referral - Patient Information". It has a section header "Patient Preference" with a downward arrow. Below this, there are several input fields: "First Name *" and "Last Name *" (text boxes), "Date Of Birth *" (text box with a calendar icon and "DD/MM/YYYY" placeholder), "Phone Number *" (text box), "Health Card" (text box), and "Version" (text box). There is also a checkbox for "Out of Country Patient". A note states "Fields indicated with * cannot be blanked". At the bottom, there are two buttons: "Submit" and "Referral for Existing Patient".

Once filled, click “**Submit**” to proceed to the next step.

The next page, “Referral - Detail”, will request you to enter further details about the patient being referred, including physician preference, patient information, alternate party information, disease information, urgency scale, clinical history information, and contact information.

The screenshot shows a web form titled "New Referral - Existing Patients". It has a section header "Physician's Preference" with a downward arrow. Below this, there are two input fields: "Select Office *" (dropdown menu showing "1880 Sismet Road, Mississauga, ON") and "Preferred Doctor *" (text box showing "Dr. Narendra Armogon"). There is another section header "Patient Information" with a downward arrow. Below this, there are several input fields: "Name *" (text box showing "Bangama Somaweera"), "Date Of Birth *" (text box showing "2000-08-09 00:00:00"), "Health Card" (text box showing "99777653211"), "Version" (text box showing "WE"), "Address Line1 *" (text box showing "1880"), "Address Line 2 *" (text box showing "Sismet Road"), "City *" (text box showing "Toronto"), "State *" (dropdown menu showing "Ontario"), "Postal/Zip *" (text box showing "L4V 14W"), "Home Phone" (text box showing "9052129482"), "Cell Phone" (text box), "Office Phone" (text box), and "Email Address" (text box). There is another section header "Alternate Party Information" with a downward arrow. Below this, there is a checkbox for "Allow OCC to contact alternate party", a "Relationship" dropdown menu showing "Please Select", and two input fields: "Name" (text box) and "Phone" (text box).

SENDING A REFERRAL



Once completed in it's entirety, click “Submit” to successfully submit your referral.


Upon submission, the referral will be sent to OCC for booking and a copy of the email will be send to the physician at the email address on file.

Sending a Referral - Existing Patient


To send a referral for an existing patient, navigate to the “**My Patients**” tab.


Click on “**New Appointment**” for the selected patient.

 My Events

 Referrals

 My Patients

 Download

 My Info

 Logout

Search by :

Search Value :

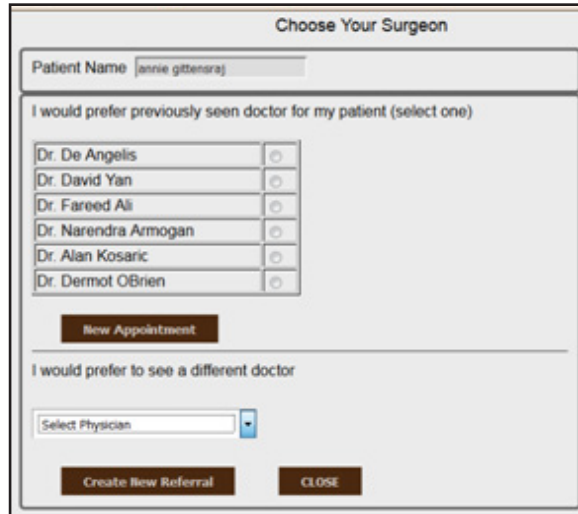
SEARCH

My Patients

First Name	Last Name	Postal	Home Phone					
Alfred	Sample			New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports
annie	gittensraj	L4w1w9	2225634563	New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports
Bangama	Somaweera	M9R3L 2	4162469605	New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports
				New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports
				New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports

SENDING A REFERRAL

You will be prompted to select an OCC physician for consultation.



The screenshot shows a web-based dialog box titled "Choose Your Surgeon". At the top, there is a text input field for "Patient Name" containing the text "jennie gibbensraj". Below this, a section titled "I would prefer previously seen doctor for my patient (select one)" contains a list of six doctors, each with a radio button to its right: Dr. De Angelis, Dr. David Yan, Dr. Fareed Ali, Dr. Narendra Armogan, Dr. Alan Kosaric, and Dr. Dermot O'Brien. A "New Appointment" button is located below this list. Below the button, a section titled "I would prefer to see a different doctor" contains a dropdown menu labeled "Select Physician". At the bottom of the dialog, there are two buttons: "Create New Referral" and "CLOSE".

Choose Your Surgeon	
Patient Name <input type="text" value="jennie gibbensraj"/>	
I would prefer previously seen doctor for my patient (select one)	
<input type="radio"/> Dr. De Angelis	
<input type="radio"/> Dr. David Yan	
<input type="radio"/> Dr. Fareed Ali	
<input type="radio"/> Dr. Narendra Armogan	
<input type="radio"/> Dr. Alan Kosaric	
<input type="radio"/> Dr. Dermot O'Brien	
<input type="button" value="New Appointment"/>	
I would prefer to see a different doctor	
<input type="text" value="Select Physician"/>	
<input type="button" value="Create New Referral"/>	<input type="button" value="CLOSE"/>

MANAGING REFERRALS


My Events

All referrals submitted by the account will be housed in the **“My Events”** navigation tab.

Search by: Event Number		Search Value:	SEARCH			
Physician Events - My Events						** New ** View Patient Reports
Event Number	Type	Status	Patient Name	Submitted Summary	Created Date	Action
NEWREF20161027101043OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test from Bangama	2016-10-27 15:02:24	
NEWREF20151119011154OPERAS1401CC	Appointment Request	Request Completed	Bangama Somaweera	Test Record 2	2016-05-20 12:02:59	
NEWREF20151119011148OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Record	2015-11-19 13:17:18	
NEWREF20150915080900OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Record - Please Don't Process	2015-09-15 08:05:18	
NEWREF20150514090519OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Referral from Bangama	2015-05-15 09:39:06	
NEWREF20150427080453OPERAS1401	Appointment Request	Terminated	Testing Testing	Test Record	2015-04-27 09:23:48	
NEWREF20150319020310OPERAS1401	Appointment Request	Request Completed	Victoria Dawson	THIS IS A DUMMY REFERRAL - PLEASE DO NOT INCLUDE IN DATABASE	2015-03-26 13:56:26	
NEWREF20140707090756OPERAS1401R	Appointment Request	Request Completed	Bangama Somaweera	Test Records	2015-03-19 14:34:56	
NEWREF20140226080249OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Record 2 from Bangama	2014-02-26 08:55:25	
NEWREF20140226080220OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Record from Bangama	2014-02-26 08:53:51	
NEWREF20140127050159OPERAS1401	Appointment Request	Request Completed	Test Test	Test Record	2014-01-28 08:06:06	
NEWREF20140121090109OPERAS1401	Appointment Request	Request Completed	test test	Test Record	2014-01-21 09:58:46	
NEWREF20130710070729OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Referral from Bangama please don't process	2013-07-10 15:14:47	
NEWREF20130416080427OPERAS1401	Appointment Request	Request Completed	Daljeet Randhawa	Test Referral from Bangama	2013-04-16 10:42:27	
NEWREF20120823125951OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	Test Referral from Bangama	2012-08-23 12:59:51	
NEWREF20120717104113OPERAS1401	Appointment Request	Request Completed	tom jones	Testing Referral, Please delete	2012-07-17 10:41:13	
NEWREF20120709135233OPERAS1401	Appointment Request	Request Completed	Bangama Somaweera	This is only a test referral from Bangama	2012-07-09 13:52:33	

Reschedule/Cancellations

To manage scheduling for referrals submitted, click on the **“Action”** button on the far right of the referral in question.

 Ophthalmic Consultant Centres Canadian Centre For Advanced Eye Therapeutics			
View Event			
Event Number :	NEWREF20151119011154OPERAS1401CC	Event Type :	Appointment Request
Patient Name :	Bangama Somaweera	Status :	Request Completed
Submitted Summary :	Test Record 2		
Status Notes :	New Referral Request		
Notes From OCC :			
Notes To OCC :	Testing Cancellations from Bangama, Pressed the Cancel Button Twice		
I agree to have an appointment details and information updates of this patient to be e-mailed to the e-mail selections below.			
Doctor's E-Mail	bangama.somaweera@occeyecare		
E-mail to Doctor	<input type="checkbox"/>		
RE-SCHEDULE APPOINTMENT		CANCEL APPOINTMENT	CLOSE

MANAGING PATIENTS

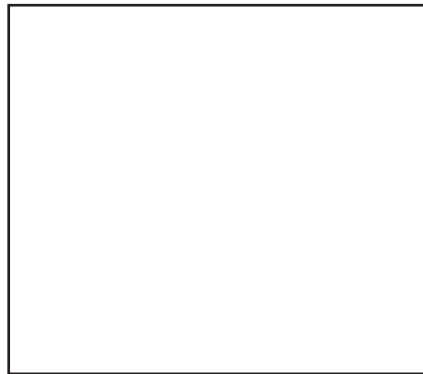
To manage patient information and records, navigate to the **“My Patients”** tab.



First Name	Last Name	Postal	Home Phone					
Alfred	Sample			New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports
annie	gittensraj	L4w1w9	2225634563	New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports
Bangama	Somaweera	M5R3J 2	4162469605	New Appointment	Info Request on PT	Update PT Info	Patient Reports	Attach Patient Reports

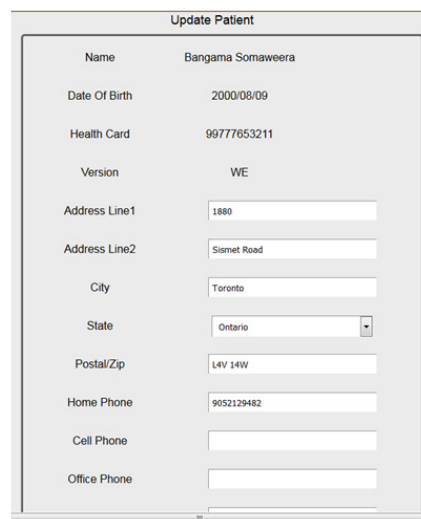
Information Requests on Patients

To request additional notes for the selected patient, click **“Info Request on PT”**.



Update Patient Information

To update patient information for the selected patient, click **“Update PT Info”**.



Update Patient	
Name	Bangama Somaweera
Date Of Birth	2000/08/09
Health Card	99777653211
Version	WE
Address Line1	1880
Address Line2	Sismet Road
City	Toronto
State	Ontario
Postal/Zip	L4V 14W
Home Phone	9052129482
Cell Phone	
Office Phone	

MANAGING PATIENTS

Download Patient Reports

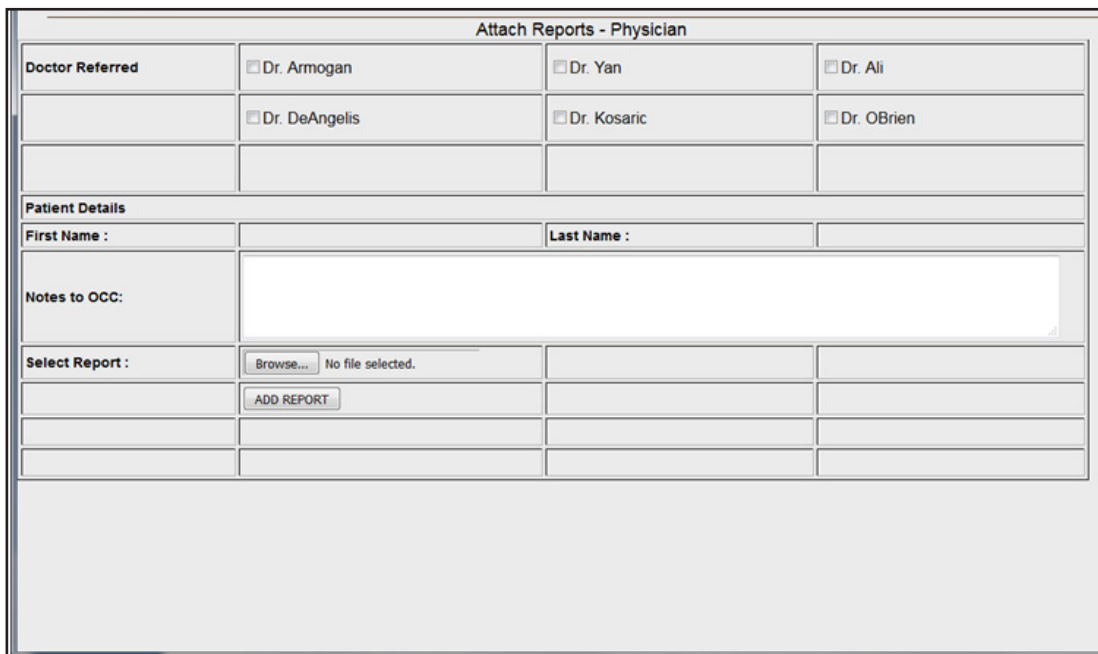
To download patient reports for the selected patient, click **“Patient Reports”**.



The screenshot shows the OCC eyecare web application interface. At the top, there is a navigation bar with links for My Events, Referrals, My Patients, Download, My Info, and Logout. Below this, the 'Patient Reports' section is visible, featuring a table with columns for Document Name, Uploaded By, and Uploaded Date. The OCC eyecare logo is in the top left corner, and a footer note reads 'All Copyrights Consultant Centre. All Rights Reserved'.

Upload Patient Reports

To upload patient reports for the selected patient, click **“Attach Patient Reports”**.

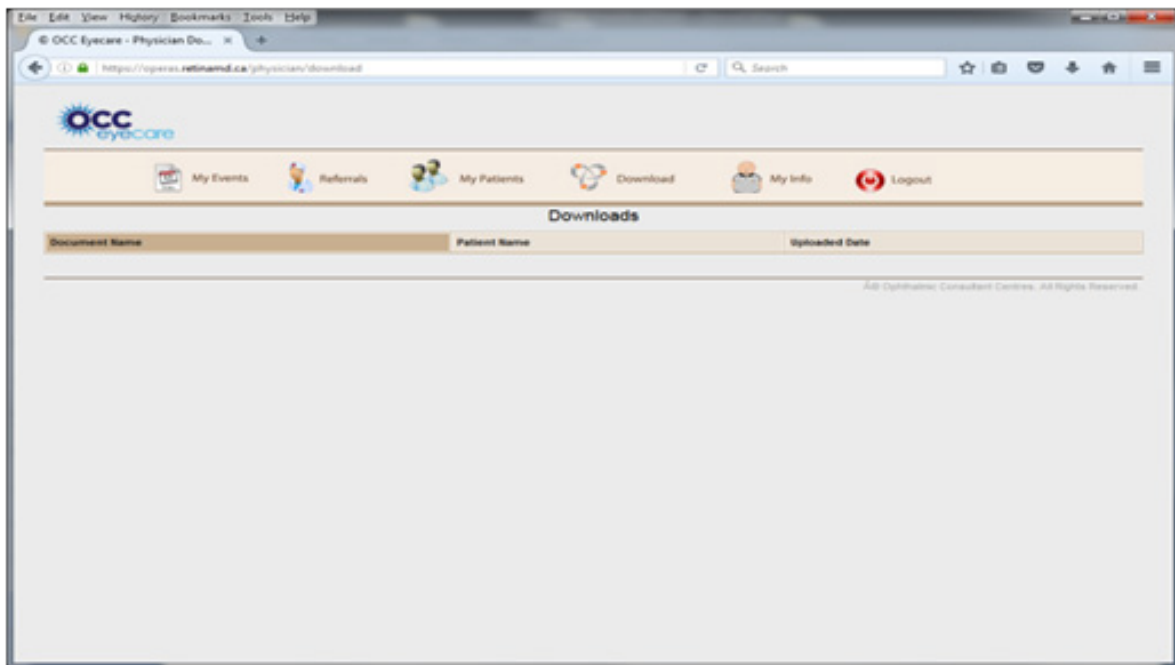


The screenshot displays the 'Attach Reports - Physician' form. It includes a 'Doctor Referred' section with a grid of checkboxes for Dr. Armogan, Dr. Yan, Dr. Ali, Dr. DeAngelis, Dr. Kosaric, and Dr. OBrien. Below this is the 'Patient Details' section, which contains fields for First Name, Last Name, and a large text area for Notes to OCC. At the bottom, there is a 'Select Report' section with a 'Browse...' button, a 'No file selected.' message, and an 'ADD REPORT' button. The form is designed with a clean, professional layout using light gray and white colors.

DOWNLOADS

Downloads

Once OCC has uploaded a patient report for a submitted referral, you will be able to download it by navigating to the “**Downloads**” tab.



MY INFORMATION

My Info

Using the **“My Info”** navigation tab, you will be able to update all your information including: personal details, password, contact information, and office(s) information.

The screenshot shows a web browser window with the address bar displaying <https://operas.retinamd.ca/physician/myinfo>. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page title is "OCC Eyecare - Physician My...". The navigation bar contains links for My Events, Referrals, My Patients, Download, My Info (highlighted), and Logout. The main content area is titled "Update My Information" and contains a form with the following fields:

- First Name *: OCC Test
- Last Name *: occ1
- Direct Line *: 905-212-9482
- Preferred Email *: bangama.somaweera@occeyecare.ca
- Secretary's Name: (empty)
- Physician Number *: 123246
- Password: (empty)
- Re-Type Password: (empty)
- Physician Type *: Ophthalmologist (dropdown menu)
- Business Phone: 905-212-9482
- Business Fax: 905-212-1000

Below the form fields is a link "Add New Office" and a table with the following data:

Address Line	City	Postal		
3355	Burlington	Ontario	Edit	Delete

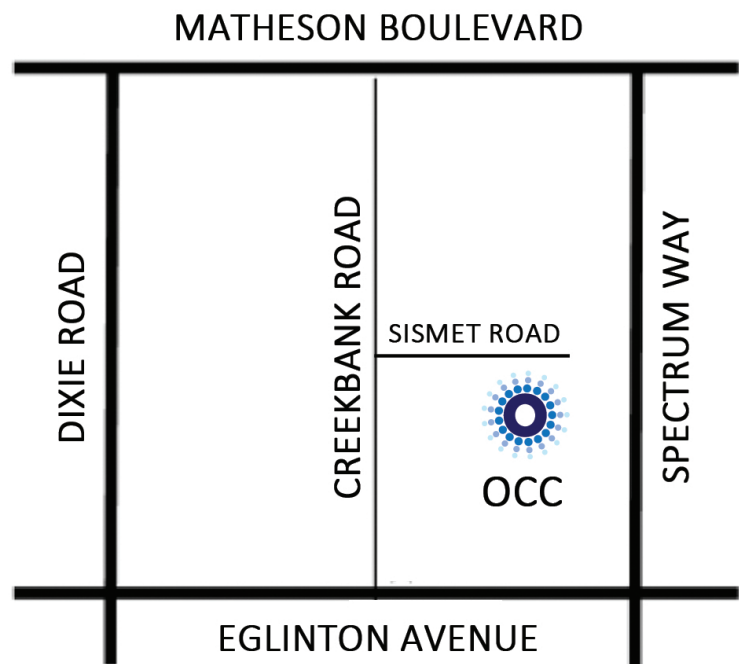
At the bottom of the form are two buttons: "SAVE" and "CLOSE". To the right of the main form is a link "Add New User".

Please note: You cannot change your username.

CONTACT US



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Email: info@occeyecare.ca
Website: www.occeyecare.ca



Please note: There is paid parking (\$4/day) available at 1880 & 1885 Sismet Road

