

HOW TO FILL OUT YOUR PRESCRIPTION ORDER FORM

A - LEAVE BLANK - This part will be filled in by the factory.

B - CUSTOMER (BILL TO) - Name and address of organization or customer whom UNICOR will invoice.

C - PATIENT INFORMATION - Name of patient including identification number, if available.

D - SHIP TO ADDRESS - Address to which eyewear will be sent.

E - DISTANCE PRESCRIPTION - For left and right eye (filled in by the examining physician). Enter all single and multifocal lens prescriptions here. Note: Decentration (in DEC out) is optional and can be calculated in our laboratory.

F - SEGMENT INSTRUCTIONS FOR MULTIFOCAL LENSES (VERY IMPORTANT) - Enter near add power for right and left eye (supplied by examining physician), segment height, (see measurement instructions below), and segment type (circle or write-in the type of bifocal you are ordering).

G - PUPILLARY WIDTH (MONOCULAR) MEASUREMENT - For all multifocal prescriptions, enter measurements for both distance and near pupillary widths; single vision prescriptions need enter only the distance or near pupillary width, whichever is appropriate.

H - LENS TINTS - Specify both color and density, (eg., Brown #3) and any desired special coatings (eg., scratch coat).


I - LENS MATERIAL - Specify if lenses are to be fabricated in glass or plastic. Special lens materials should be specified in "Special Instructions." (Section L).

J - LENS THICKNESS - Specify lens thickness desired.

K - FRAME INFORMATION - Enter frame style number and other frame information from the UNICOR catalog.

L - SPECIAL INSTRUCTIONS - Check if ordering only lenses or frames; or if "Ship to" address is different from "Customer (bill to)" address. Specify any special materials required.

M - Please sign and date your order and mail it to the address at the top of the form.

 UNICOR Federal Prison Industries, Inc. Federal Correctional Institution Box 767 Butner, N.C. 27509-0767 919-575-4541 (FTS 629-8508) FAX (919)575-6280			JOB NUMBER				
CUSTOMER'S TRAY NO. (A)		ARRIVAL DATE		TRAY NUMBER			
CUSTOMER (BILL TO) (B)							
CITY			STATE		ZIP		
DIST. MN. AN. IND. LENSES FRANK EXTRA EXTRA CASE TOTAL			PATIENT INFORMATION (C)				
SHIP TO ADDRESS (D)							
DISTANCE	R	SPHERE	CYLINDER	AXIS	PRISM	DIRECTION	IN DEC OUT
	L	(E)					
ADD	R	HEIGHT	WIDTH	INSET	PUPILLARY WIDTH (G)		TINT/COATINGS (H)
	L						
GLASS (I)		STRAIGHT TOP	EXECUTIVE TYPE	ROUND	TRIFOCAL AND TYPE	STANDARD THICKNESS (J)	
PLASTIC		28		22		INDUSTRIAL THICKNESS 3.0 MM	
FRAME OR SHAPE (K)		COLOR	EYE SIZE	BRIDGE SIZE	TEMPLE LENGTH AND STYLE		
SPECIAL INSTRUCTIONS							
() LENS ONLY (L) () FRAMES ONLY () MAILING INSTRUCTIONS						TOP COPY UNICOR FILE COPY SECOND COPY PRODUCTION COPY THIRD COPY OK COPY FOURTH COPY CUSTOMER'S COPY	
SIGNATURE (M)						DATE	

MEASURING MULTIFOCAL SEGMENT HEIGHTS

Measure a bifocal segment to the edge of the lower eyelid, and a trifocal segment to a point one-half the distance between the top edge of the lower eyelid and the lower edge of the pupil.

Segment heights should be measured using the same frame style and eyesize that is being ordered. However, if the patient's chosen frame style is not available with the proper eyesize, the required segment height may be calculated using a sample frame of the same style being ordered. To do this, measure the segment height of the sample frame. If the sample frame is smaller than the frame being ordered, add one-half the difference between the eyesizes of the two frames. If the sample frame is larger, subtract this difference.

Example: Style 7 frame is ordered in a 48mm eyesize, but the only Style 7 frame on hand has a 52mm eyesize. You can calculate the needed segment height by subtracting (because the sample frame is larger than the frame being ordered) one-half the difference between the two eyesizes, or 2mm, (52mm-48mm=4mm; 4mmx1/2=2mm).

Current Multifocal Wearers: If the patient is being refitted with multifocal lenses and is happy with the current segment height, note where the top edge of the segment is positioned relative to the lower edge of the eyelid. This must be done (A) with the glasses on; (B) the patient's head level and looking straight ahead; and (C) viewed from directly in front of, and on the same level as the patient. This same procedure can be used for trifocals (which are normally positioned higher than bifocals to allow for the intermediate segment).

Using a Segment Measurer: Secure the segment measuring device to the upper and lower eyewires of the new frames and read the measurement directly from the gradations (in millimeters) marked on the clear plastic strip, taking care that the patient is properly positioned as noted above.