



Basic Dispensing 101 and 102
Basic Dispensing 103 and 104
Basic Dispensing 201 and 202

- Upcoming Classes -

Training a new employee who is unfamiliar with our industry can be a time consuming task. Our Basic Dispensing courses are designed to assist you in your efforts by providing a basic, practical core of knowledge for you to build upon with your own in-office training efforts.

For additional information, call G.K. at
1-800-467-2545



Cancellations and Substitutions Because we limit our class sizes and classes usually fill to capacity, please let us know as soon as possible if you have to cancel. Cancellations made up to two working days prior to the presentation are refundable, less a \$10.00 processing fee. After that, cancellations are subject to the entire tuition fee, which may be applied to any future presentations held by G.K. Optical. If a cancellation is not made and you do not attend, you will be responsible for the entire fee. Attendee substitutions may be made at any time.

WHAT:

Basic Dispensing Course 101, 102, 103, 104, 201, 202
Course topics are listed on the back of this sheet.

WHERE:

G.K. Optical
2902 Mitthoefer Place
Indianapolis, IN 46229

Confirmation will be sent upon receipt of your registration VIA EMAIL. Please be sure you provide a valid email that is checked regularly, as this is the most expeditious way for us to contact you regarding the classes. Hotel accommodations are available nearby with transportation provided if needed. A map with directions will be sent just prior to the course date.

WHEN:

Day 1: Basic Dispensing 101 & 102:
Tuesday, August 16, 2016 - Indianapolis

Day 2: Basic Dispensing 103 & 104:
Wednesday, August 17, 2016 - Indianapolis

Day 3: Basic Dispensing 201 & 202:
Thursday, August 18, 2016 - Indianapolis

TIME:

9:00 am to 3:00 pm
SPACE IS LIMITED SO SIGN UP EARLY!

COST:

\$89.95 per person per day which covers the cost for the course materials and lunch, which is provided by G.K.

REGISTRATION FORM:

Day One o Course 101 & Course 102
Day Two o Course 103 & Course 104
Day Three o Course 201 & Course 202

Office Name: _____

VALID Email Address: _____

Account Number: _____

Person(s) Attending: 1. _____

2. _____

3. _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Fax: _____

Check Enclosed \$89.95

Please invoice my lab account

Fax or email this form to:

Fax: 419-529-3424 or
awoodrow@interstateoptical.com
G.K. Optical
2902 Mitthoeffer Place
Indianapolis, IN 46229



DAY ONE COURSES

101. Beginning Optics

Introduction and lab tour

- Understanding the layout, look and functions of the lab

Using the lab

- As a consultant
- As a source of information

Frame styles and options

- The best lens for a given Rx

Basic optics

Anatomy of the eye

- Visual conditions of the eye

Role of the dispenser

- Frame selection

Lens selection

- Review of lens materials

Fitting techniques

- A hands-on session

102. Lens Selection

Lens selection

- Dispensing new technology lenses
- Choosing the right lens for your patient
- How they work
- How to dispense

Our duty to warn

- Photochromic lenses
- Computer Eyewear
- Specialty Eyewear
- Polarized, Occupational, Sportswear

Understanding Lens Options

- Non glare
- UV
- Tints
- Scratch Coatings

DAY TWO COURSES

103. Frame Fitting and Adjustment

- Determining the correct frame size for the patient
- Selecting eye size, bridge size, temple length
- Will it be comfortable?
- What will the finished Rx look like?

Diagram of a frame

Introduction to basic tools

- The most common tools used
- Recognizing standard alignment
- The starting point for a good fitting
- What should the frame look like prior to fitting?
- Aligning the frame properly –
- Universal alignment
- Pre-adjustments

Fitting from universal alignment

- Adjusting the level
- Adjusting nose pads
- Frontal angle, splay angle, vertical angle
- Adjusting the temples
- Length
- Width
- Angle – Pantoscopic tilt, Retrosopic tilt
- Bend
- Fold

Evaluating the Adjustment and Fit

- Contact points
- Troubleshooting
- Problems with the frame fit

Analysis of visual problems and the possible relationship to adjustment

Correcting vision problems through frame adjustments

- Raising & lowering bifocal heights
- Adjusting to eliminate induced prism
- Increasing or decreasing face form to improve visual field

Pantoscopic tilt

104. Use of the Lensometer

Review of basic optics

- Terminology
- Sphere, cylinder, axis
- Diopter, concave, convex
- Basic optical formulas
- Prentice rule
- Diopter, power/focal length
- Transposition

Lensometer types

- Manual
- Power drum, axis wheel, eye
- Pieces
- Automated

Preparation steps

- Focus the eyepiece
- Focus the meier
- Setting the lensometer

Verifying a completed job

- Neutralizing the power and prism
- Distance Power, and Add Power
- Spotting the Optical Center and PD
- Measuring Seg Height and PD
- Verification of compensated Rx's

DAY THREE COURSES

201. A Focused Eye on the Patient

The Wow Factor

- How to impress your patient, improve your "capture rate" and increase referrals
- Digital Progressives: Understanding how digital lenses work
- How to Recommend specialty lenses.
- Occupational lenses
 - How they work and when to recommend
- Familiarize yourself with the lenses currently on the market.
- The Dispensary of the future
 - Visiooffice

202. Communicate, Educate, Satisfy

Eye Care Presentation: Educating patients on products to best fit their lives

Translating Optical "Tech-Speak" to words that patients understand

- Opticians often mimic verbiage that manufacturers use for their products.
- This contributes to patient confusion.
- This confusion contributes to patients shunning products that would best suit their needs.
- This leads to reduced patient retention.

The correct words can explain products in a way that patients can understand.

The proper way to communicate lens warranties to your patients.

How to use patient satisfaction as a practice building tool.