

# How to Place a Vital Tears Order | **New Patient**

Our provider portal makes it easy to order Vital Tears for your patients. Simply follow these steps to place an order for a new patient.



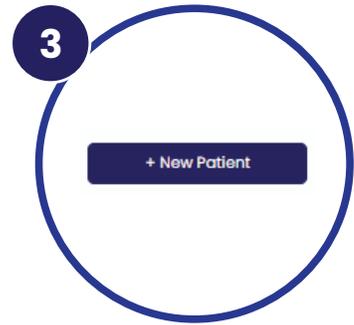
## LOG INTO THE PORTAL

portal.vitaltears.org/login



## SELECT NEW ORDER

from the top navigation bar



## CLICK THE "NEW PATIENT" BUTTON

fill in required fields on the Patient Details screen and save



## COMPLETE SERUM SPECIFICATIONS

enter order type (full/half/high concentration), ASE % and dosage



## ENTER CLINIC CONTACT INFORMATION

click "Submit"



## PRINT OR EMAIL REQUISITION FOR BLOOD DRAW

for the patient to present at the blood draw appointment

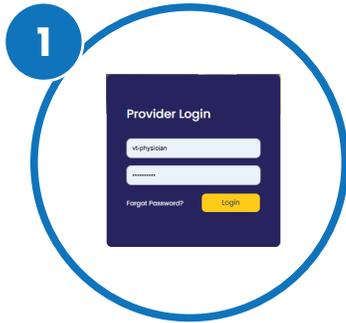


CONTACT CUSTOMER CARE

info@vitaltears.org | 800.360.9592

# How to Place a Vital Tears Order | Patient Reorders

Our provider portal makes it easy to reorder Vital Tears for your patients. Simply follow these steps to place a reorder for a patient.



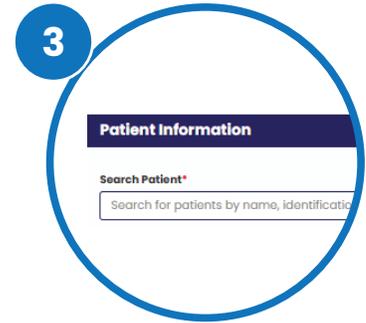
## LOG INTO THE PORTAL

[portal.vitaltears.org/login](http://portal.vitaltears.org/login)



## SELECT ORDER HISTORY

from the top navigation bar



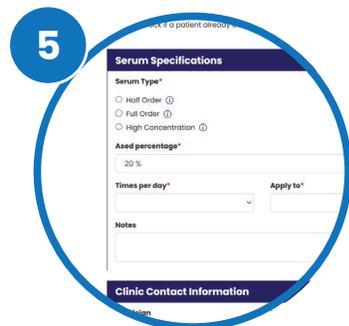
## LOCATE THE PATIENT'S NAME

in the patient list or use the search bar to find the patient



## VIEW THE PREVIOUS ORDER

and click "Reorder" to begin the process



## VERIFY OR UPDATE THE ORDER INFORMATION

order type, ASE% , dosage, and name of person submitting order



## PRINT OR EMAIL REQUISITION FOR BLOOD DRAW

for the patient to present at the blood draw appointment



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