



Treehouse Eyes
MYOPIA CARE FOR KIDS

Onboarding Checklist

Introduction

- ☐ Business Development will introduce Practice Development
- ☐ Set up an introduction call with Practice Development within 2 days

Treehouse Eyes Academy

- ☐ Register all staff for live THEA hosted by Clinical Team and Practice Development
- ☐ Join live THEA or watch recording
- ☐ Schedule Post-THEA call with Practice Development to review checklist status and schedule Certification date
- ☐ Complete [Treehouse Eyes Onboarding Assessment](#) and review with Practice Development

Post THEA

- ☐ Open and bookmark [Treehouse Eyes Community](#)
- ☐ [Register](#) for [My-TDA](#) and [watch training video](#)
- ☐ [Watch](#) Permission Statements and 4Rs video
- ☐ Review [Treehouse Eyes Vision System 2.0](#)
- ☐ Download and save [Myopia History Questionnaire](#)
- ☐ Download and save Treatment Forms and Informed Consents from Treehouse Community.

- ☐ Decide on pricing model and update PMS- use the Myopia Fee Calculator as a guideline
- ☐ [Confirmation email template](#) ready to use and saved to computer, determine who will send out
- ☐ Train all staff on optical biometer
- ☐ OD is set up on the myopia heroes email
- ☐ Scheduling of consultations is finalized (blocks/who is scheduling)
- ☐ Have a [method for tracking](#) consultations/kids in treatment

Quarterly Business Review

- ☐ Review action plan and outcomes
- ☐ Confirm Virtual Assistant set up during 1st meeting