



GRAND RIVER DAM AUTHORITY PRESCRIPTION SAFETY EYEGLOSS PROCEDURE

1. Employee picks up a Hi-Tech Optical Order Form from Marcena Blackwell.
2. If the employee does not have a current vision prescription (less than 2 years old), please call the provider or an eye care center of your choice for an eye exam.
 - *Eye exam costs are the responsibility of the employee*
 - **Orders cannot be placed with a prescription more than 2 years old**
3. Employee fills in their personal information on the Order Form. (top left section with Name, Employee #, Phone)
4. Employee takes the Order Form **and** current prescription, along with these instructions to the provider listed below.
5. A dispensing optician at the provider location will help the employee choose a frame and lens style from your company's program to best meet the employee's needs.
 - Note: There are a series of options that are available for you to choose from. Co-Pay prices are listed along with each frame/up-grade option.
6. Dispensing optician at the provider location will fill out the remainder of the order form and send it to Hi-Tech Optical for processing.
 - *Employee must sign order form under Credit Card information in order for HTO to process the payment.
7. Hi-Tech Optical will manufacture your glasses, they will be sent back to the provider, you will be contacted to pick them up and get a professional fitting.

Provider Information

Howell Family EyeCare
2 S. Rowe Street
Pryor, OK 74361

Phone: (918) 825-8022
Hours:
M-Th: 8AM - 5PM; F: 8AM - 4PM

Program Includes

- Polycarbonate Lens Material
- Single Vision
- Bifocals D-28
- Trifocals 7x28
- Progressive (Hi-Tech Choice)
- Any Prescription Power
- Any Prism
- Any Multifocal Prescription Add Power
- Selection of Frames
- Eyeglass Case

Any questions please contact HTO Customer Service at
Hi-Tech Optical: 1-800-638-1171 or Fax: 1-800-806-1663