

ADMINISTRATIVE PROCEDURES

Title: OPERATION OF THE OPTICIANRY CLINIC	Identification: 4.16
	Page: 1 of 1
	Effective Date: 04/29/02
Authority: SBE 6A-14.035;6A-6.066; 6HX-10-3.017 HCC Rule 6HX-10-3.017	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure outlines the operation of the Opticianry Clinic.

PROCEDURE

1. Opticianry students will work in the clinic under the direct supervision of the College Opticianry faculty, who will display his/her opticianry license in the clinic.
2. The clinic will maintain posted hours during which the clinic will be available to all HCC employees, their immediate family members, and HCC students.
3. At the beginning of each academic year, the Dean of Health, Wellness, & Sports Technologies will submit purchase requisitions for optical merchandise by utilizing the College's purchasing procedures.
4. The following services will be available at the clinic:
 - A. An eyeglass frame may be ordered, repaired, adjusted or replaced.
 - B. Lenses may be duplicated without a prescription.
 - C. A prescription may be filled for lenses.
5. The Opticianry Clinic office operations manual contains details of accounting procedures and clinic transactions. Changes to office operation manuals must be reviewed by the Dean of Health, Wellness, and Sports Technologies and the opticianry program faculty and approved by the Dean of Health, Wellness, and Sports Technologies, the Dale Mabry Campus President, the Director of Technical Programs, and the Vice President for Education and Student Development.

History: Formerly 3.204