

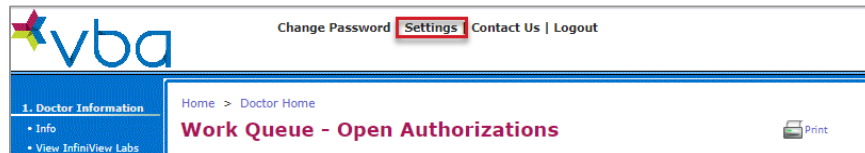


Once you select a default laboratory, all orders will default to that lab, unless you select a different lab during the ordering process.

From the **Work Queue**, select **Settings** from the top navigation.



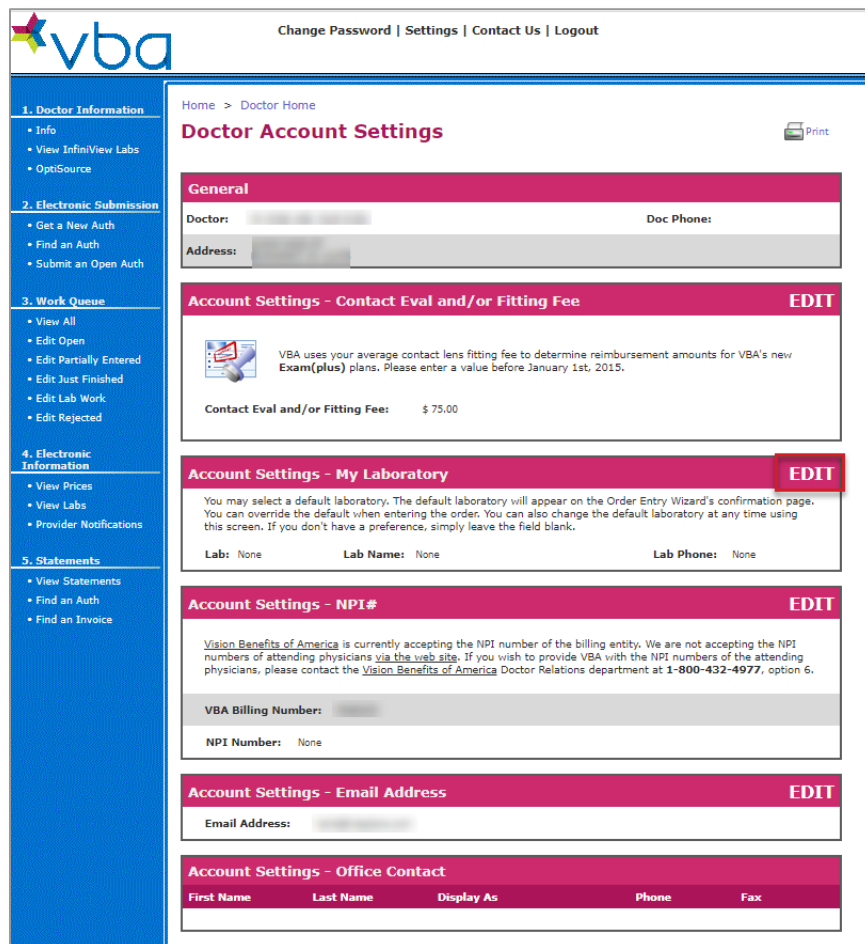
You can also view your Practice Information under Settings. If you need to make a Practice Update, please complete and return either the [Provider Add/Termination Request Form](#) or [Provider Change Request Form](#) to the address, fax number or email listed on the page.



Select **EDIT** in the **Account Settings – My Laboratory** box.



You can change your default lab at any time by utilizing the Edit button and following the steps below.



Your selected Laboratory number will appear in the Lab box. Click Save.

Change Password | Settings | Contact Us | Logout

Home > Doctor Home

Account Settings - Set My Laboratory

General

Doctor: [text] Doc Phone: [text]
Address: [text]

Default Laboratory

INSTRUCTIONS:
You may select a default laboratory. The default laboratory will appear on the Order Entry Wizard's confirmation page. You can override the default when entering the order. You can also change the default laboratory at any time using this screen. If you don't have a preference, simply leave the field blank.

Lab: [dropdown] Lab List Lab Name: BALESTER OPTICAL Lab Phone: 800-233-8373

Cancel Save

The Laboratory you selected will appear in the Account Settings – My Laboratory box.

Change Password | Settings | Contact Us | Logout

Home > Doctor Home

Doctor Account Settings

General

Doctor: [text] Doc Phone: [text]
Address: [text]

Account Settings - Contact Eval and/or Fitting Fee EDIT

VBA uses your average contact lens fitting fee to determine reimbursement amounts for VBA's new Exam(plus) plans. Please enter a value before January 1st, 2015.

Contact Eval and/or Fitting Fee: \$ 75.00

Account Settings - My Laboratory EDIT

You may select a default laboratory. The default laboratory will appear on the Order Entry Wizard's confirmation page. You can override the default when entering the order. You can also change the default laboratory at any time using this screen. If you don't have a preference, simply leave the field blank.

Lab: [dropdown] Lab Name: [text] Lab Phone: [text]

Account Settings - NPI# EDIT

Vision Benefits of America is currently accepting the NPI number of the billing entity. We are not accepting the NPI numbers of attending physicians via the web site. If you wish to provide VBA with the NPI numbers of the attending physicians, please contact the Vision Benefits of America Doctor Relations department at 1-800-432-4977, option 6.

VBA Billing Number: [text]
NPI Number: None

Account Settings - Email Address EDIT

Email Address: [text]

Account Settings - Office Contact

First Name	Last Name	Display As	Phone	Fax



When submitting an order, you may select a different lab without changing the default laboratory. Prior to submitting an order to the lab, you must have an account with that lab.

If you experience any difficulty selecting a lab or have any questions, please [contact us](#).