Campus Department Payment for Prescription Safety Eyewear (Non-Physical Plant units)

Patients will be fitted for safety eyewear appropriate for their working conditions and then return to their employing unit with the completed HiTech Form 2689 for purchase authorization. Payment for Prescription Safety Eyewear goes directly to the safety glasses producers (HiTech) via the process described below:

- University Departments may pay with credit cards or purchase orders.

- If paying with credit card,
  - The credit card information is recorded on the bottom right of the order form, and then faxed to HiTech at 800-806-1663.
  - And if the department DOES NOT want the credit card information sent via fax, the unit supervisor must first fax the order form and then call the lab with the credit card information. The phone number is 800-638-1171. HiTech staff will need to know the employee’s full name and the account number (2689). Note: It is generally better to wait about 30 minutes after faxing the order to follow-up by phone.

- The invoice and receipt are both sent with the glasses. If the unit supervisors would want to receive copies of this documentation directly from HiTech they can make this request to HiTech at this time as well.

- The glasses are delivered to UHS in about 2-3 weeks and UHS will contact the patient to schedule an appointment when the glasses arrive.