

OPHTHALMIC LISTING PROCESSES GUIDANCE

**Practice Opening / Practice Closure / Change of Ownership / Director Changes/
Practice Relocation / Practice Renovation**

The aim of this important document is to provide practical step by step guidance on the requirements for changes to Ophthalmic Listing / Practice status. This guidance should be read in conjunction with the Ophthalmic Listing: Guidance on Statutory Requirements for General Ophthalmic Services Contractors.

http://www.hscbusiness.hscni.net/pdf/OPHTHALMIC_LISTING_guidance_for_contractors_Marc_h_2015.pdf

CONTENTS

A) New Practice Opening/Applying to become a GOS contractor Page 2

B) Changes to Ophthalmic Listing Page 3

C) Practice Closure/Withdrawing as a GOS Contractor Page 3

D) Change in Ownership Page 3

E) Change in Director of a Body Corporate Page 4

F) Practice Name Change Page 4

G) Practice Relocation Page 5

H) Practice Refit/ Additional Testing Rooms added Page 5

I) Useful Contacts Page 6

A) New Practice Opening / Applying to become a GOS contractor

If you wish to provide General Ophthalmic Services (GOS) in your practice you are required to apply to become a GOS contractor i.e. apply to join the Ophthalmic List. When the application process is complete and you have been approved to join the Ophthalmic List you will be issued with a premises code and will be then able to provide, and submit claims for payment of, General Ophthalmic Services. The process is:

1. Application

Complete an application form to join the Ophthalmic List i.e. to become a GOS contractor

- a) Optometrist owned practice: 15A form
- b) Body Corporate: 15D form
- c) Ophthalmic Medical Practitioner owned practice: 15C

The forms are available by clicking on the link below:

[Ophthalmic Listing Information & Forms](#)

The completed form should be sent to Mrs Karen Lee, Professional Support at the Business Service Organisation either by email to Karen.lee@hscni.net or by post to the address shown on the form. The application form must be submitted to BSO at least 14 working days prior to the proposed opening date.

2. Practice Inspection

The practice must be inspected by an Optometric Adviser to ensure that it meets the requirements to provide GOS before a contractor (premises) code may be issued. Practices will be inspected no later than 6 weeks from the date of proposed Ophthalmic Listing.

On receipt of the completed application form and confirmation of the opening date a member of staff of BSO will contact the practice to arrange an inspection date.

At the inspection the adviser will review the premises and equipment and provide information on provision of GOS, registering to provide Mobile Services, Enhanced Services and access to additional supporting electronic applications available through the ophthalmic portal e.g. Ophthalmic Claims System (OCS), CCG eReferral, NIECR, HSCNI email and Interpreting Services.

3. Approval for GOS provision.

On successful completion of the application and inspection process the practice will be approved for GOS provision.

4. Issuing of contractor (premises code)

Following GOS approval the new Contractor will be issued with a Contractor (Premises) Code and GOS may then be provided and claimed for.

5. Provision of Enhanced Services

Optometry Enhanced Services are managed through a contractor and individual optometrist accreditation and enrolment process. Information on the range of enhanced services will be provided as noted in point 2 above and, where eligible and requested, Contractors will be listed by the HSCB for these services in addition to GOS provision, following the completion of relevant enhanced service documentation.

B) Changes to Ophthalmic Listing

If there are any changes to the Ophthalmic Listing status of the practice e.g. changes to clinical staff, practice address, opening hours, services provided etc. this must be notified immediately using the Notification of Change Form which either:

- may be accessed and submitted electronically using the Optometry Portal home page ("Optometry eForms" link, 'Notification of Change to Ophthalmic Listing and Service Provision' online form)
- or
- accessed at the following link
[http://www.hscbusiness.hscni.net/pdf/Notification_of_change\(s\)_to_Ophthalmic_Listing_%20and%20Service%20Provision_v4..pdf](http://www.hscbusiness.hscni.net/pdf/Notification_of_change(s)_to_Ophthalmic_Listing_%20and%20Service%20Provision_v4..pdf)

C) Practice Closure/ Withdrawing as a GOS contractor

The Ophthalmic Contractor must notify HSCB/BSO in writing, by email or post, of the planned closure of the practice / withdrawal of the contractor. **This must be done at least 14 working days before the planned date of practice closure / contractor withdrawal.** This should be submitted to Mrs Karen Lee (email: karen.lee@hscni.net) and must include the following information:

- details of the closing practice including premises code, name and address of practice
- date of closure
- arrangements in place for management of GOS patient records.

Important note: the ophthalmic contractor is responsible for the GOS patient records and **must** put in place arrangements for patients to have access to their records to ensure continuity of care. The patients must be informed of the practice closure and how they may have future access to their records. If further guidance is required about this please contact an HSCB Optometric Adviser.

The contractor will receive confirmation from HSCB/BSO that their contract has ended and that the practice has been registered as closed.

D) Change in ownership (change of GOS contractor but premises being retained for service provision)

1. Original owner must carry out the steps for **Practice Closure / Withdrawal as GOS contractor** as detailed in **section C** above. This must include informing the GOS patients that their records are now held by the new contractor.
2. New owner must follow the steps for **New Practice Opening / Applying to become a GOS contractor,** as detailed in **section A** above.

Important note: the retiring contractor and the new contractor should ensure that they agree the date of closure (advised on the letter from the withdrawing contractor to BSO) and date of opening (advised on the Listing application form submitted by the new contractor) to avoid a gap in service provision and continuity of care for patients.

Please inform BSO as early as possible, and at least 14 working days before the proposed date of the change of ownership in line with regulatory requirements and to assist in ensuring a smooth changeover.

E) Change in Director of a Body Corporate

1. HSCB/BSO must be informed in writing of the change of Director(s). This must be on headed paper detailing the practice(s) it refers to along with the new Director(s) details and date it is effective from. This should be submitted to Mrs Karen Lee either via email to Karen.Lee@hscni.net or posted to BSO, Ophthalmic Services, 2 Franklin St, Belfast BT2 8DQ.
2. The practice will receive confirmation from that the Director change has been noted.

F) Practice Name change

A Notification of Change form (as referenced in section B above) must be completed in this instance. This is for a practice name change only where the ownership is remaining the same.

The following steps must be undertaken:

1. The Notification of Change form must be submitted to include the new practice name details (included at the bottom of the first page on the form) and the date effective from. Notification of Change form available via the portal

When the name change is confirmed by HSCB the practice will be notified accordingly.

G) Practice Relocation

A Notification of Change form (as referenced in section B above) must be completed in this instance and a premises inspection is required for approval of the new premises for GOS provision. The following steps must be undertaken:

1. The Notification of Change form must be submitted to HSCB/BSO to include the new address details (included at the bottom of the first page on the form) and the relocation date. Notification of Change form available via the portal
2. When the relocation date is confirmed an inspection date will be arranged by BSO with the Optometric Adviser and practice.
3. Premises inspection process carried out by the Optometric Adviser.
4. On successful completion of the inspection process the practice will be approved for continuing GOS provision.

H) Practice Refit / Additional testing room

If a practice refit is undertaken which involves significant changes to the testing rooms or the addition of a new testing room a further practice inspection may be required for approval of ongoing GOS provision. The following steps must be taken:

1. HSCB/BSO must be informed in writing of the change. This must be on headed paper detailing the changes taking place, the practice(s) it refers to and date it is effective from and this should be submitted to Mrs Karen Lee either via email to Karen.Lee@hscni.net or posted to BSO, Ophthalmic Services, 2 Franklin St, Belfast BT2 8DQ.
2. Following receipt of the practice notification an Optometric Adviser will be in touch to discuss the next steps
3. A practice inspection may be required by an Optometric Adviser to ensure that it meets the requirements to provide GOS.
4. An inspection date will be arranged, if required.
5. On successful completion of the Refit processes the practice will receive confirmation of approval for continuing GOS provision.

Further information on all aspects of ophthalmic service provision and documentation available on the BSO website at:

Click on link: [Ophthalmic Contractors](#)

Useful Contacts

Business Services Organisation

Mrs Karen Lee

Professional Support: Ophthalmic Services, Business Services Organisation, 2 Franklin Street, Belfast BT2 8DQ.

Tel: 028 9536 3745

Email: Karen.lee@hscni.net

Health & Social Care Board

1. Business Support

Assistant business services manager: Scott Drummond email: scott.drummond@hscni.net

2. Optometric Advisers

Fiona North tel: 07900260752 email: Fiona.north@hscni.net

Margaret McMullan tel: 07900260312 email: Margaret.McMullan@hscni.net

Janice McCrudden tel: 07827 803866 email: Janice.mccrudden@hscni.net