

Claims still requiring paper GOS forms

Although the majority of GOS payment claims can be submitted through the Ophthalmic Claim System (OCS) with no issue, there are a small number of claims that cannot be submitted through OCS as they fall outside the strict business rules that apply to most GOS claims.

These claims will need to be sent in on a paper GOS(NI) Sight Test, Voucher or Repair / Replacement form and processed manually by BSO. For this reason it is advised that all OCS practices maintain a small supply of the paper forms for this purpose. These GOS forms can be ordered from the BSO Procurement and Logistics department (PALS) on 0300 555 0206.

Below is a list of situations where paper claim forms will be required. This list is not exclusive or exhaustive, as there may be other exceptional circumstances which require paper submission of a claim. Please contact BSO for advice for any claims that you have problems submitting through OCS or are unsure whether to submit on OCS or on a paper form.

- **Providing a Voucher to a patient who wishes to use this at another practice**
- **Transposed Vouchers from a hospital or clinic**
- **Sight Tests, Vouchers or Repair / Replacements previously submitted on paper and returned to the practice for correction**

Sight Tests must be submitted within 6 months. Vouchers and Repair / Replacements must be submitted within 3 months.

- **STC forms for Sight Tests**

Please note Vouchers and Repair / Replacements with HC3 forms **can** be submitted on OCS.

- **GOS claim forms for UK residents not registered in Northern Ireland**

If the patient is registered in another part of the UK, a paper GOS form can be completed with "English / Scottish / Welsh patient" written on the Health and Care Number field (delete as applicable).

Please note: Vouchers that come from another practice or hospital/clinic may be claimed by your practice via OCS, however the original Voucher claim form should then be either stored securely in your practice or posted to BSO for storage. If posting to BSO, please ensure you annotate the front of the Voucher with the Claim ID to ensure the claims are not scanned for payment again.