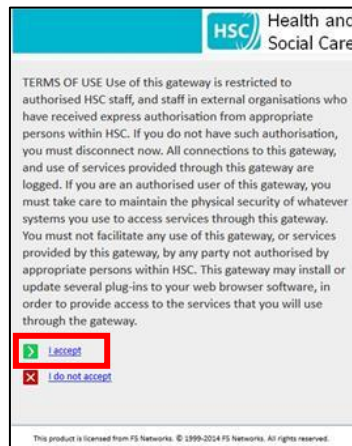


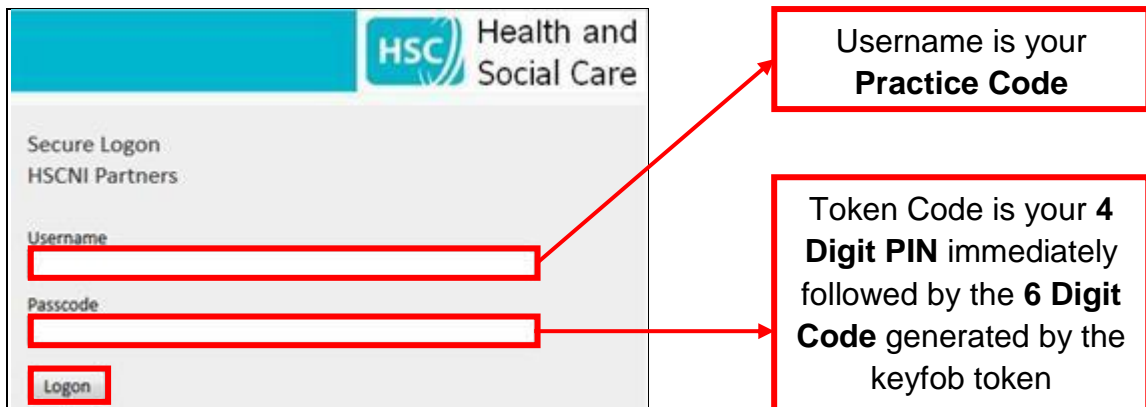
Logging into OCS (V1.1)

OCS Web Address	https://signin.hscni.net/partner
Username (Practice Code)	
PIN Number	
Password	

- a) Open <https://signin.hscni.net/partner> then click “**I accept**” to the Terms of Use.



- b) On the “Secure Logon HSCNI Partners” screen, enter the **Username** and the **Passcode**. Remember the 10 digit Passcode is your **4 digit PIN number** followed by a **6 digit code** generated by the keyfob token (a new 6 digit code will be generated each time you wish to log in).



- c) You will now be connected to the BSO Optometry Portal. The welcome screen will appear. This page will allow access to OCS and other features, all of which will require a separate login account. To proceed directly to OCS, click on the **Ophthalmic Claim System** button.



- d) The OCS login screen will appear. Enter your **Premises Code** and **Password**. Click **Login**.

The login screen for the Ophthalmic Claims System. It features the HSC Business Services Organisation logo at the top left. Below the logo is a "Login" tab. The main content area contains a message: "You have successfully logged into the HSC(NI) Business Services Organisation network. By proceeding you have agreed to be bound by the terms and conditions of use set out by HSC(NI) Business Services Organisation. Please enter password to gain access to Ophthalmic Claims and Reporting System." Below this message are two input fields: "Username *" and "Password *", both highlighted with red boxes. At the bottom left are "Login" and "Cancel" buttons, with the "Login" button also highlighted with a red box.

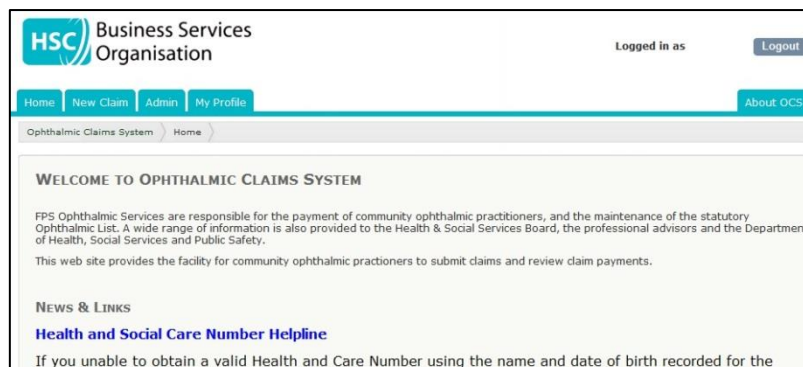
- e) You will now be logged into OCS. The News & Links screen will be shown.

The News & Links screen of the Ophthalmic Claims System. It features the HSC Business Services Organisation logo at the top left. In the top right corner, it says "Logged in as" followed by a "Logout" button. Below the logo is a navigation bar with tabs: "Home", "New Claim", "Admin", "My Profile", and "About OCS". The "Home" tab is highlighted with a red box. Below the navigation bar is a breadcrumb trail: "Ophthalmic Claims System > Home >". The main content area has a heading "WELCOME TO OPHTHALMIC CLAIMS SYSTEM" and a paragraph of text: "FPS Ophthalmic Services are responsible for the payment of community ophthalmic practitioners, and the maintenance of the statutory Ophthalmic List. A wide range of information is also provided to the Health & Social Services Board, the professional advisors and the Department of Health, Social Services and Public Safety. This web site provides the facility for community ophthalmic practitioners to submit claims and review claim payments." Below this is a section titled "NEWS & LINKS" with a link "Health and Social Care Number Helpline". At the bottom, it says "If you unable to obtain a valid Health and Care Number using the name and date of birth recorded for the".

- The **Home** tab will return you to the welcome News & Links screen.
- The **New Claim** tab will enable you to make a payment or submit a request for pre-approval or domiciliary notification.

- The **Reports** tab will enable you to view a monthly payment forecast, view payment summaries for previous months, view individual forms successfully submitted for payment, and check the status of pre-approval or domiciliary notification requests.
- The **My Profile** tab will enable you to change your details or password as necessary.

f) When finished using OCS, remember to click **Logout** to end the session.



g) In order to reduce the risk of unauthorised access to your account, if you do not enter any details or navigate within the system for 20 minutes, you will be automatically logged out and the session timeout screen will appear. If you are in the process of filling out a claim when this occurs, and have not yet submitted it for payment or pre-approval, the claim will not be saved and may need to be re-entered. It is recommended that individual claims are submitted promptly on OCS to avoid any loss of work.

