

Ophthalmic Services

General Ophthalmic Services Memorandum

1st September 2016

**To all Optometrists,
Ophthalmic Medical Practitioners and
Dispensing Opticians**

Dear Practitioner

This MOS provides clarification on the use of the Ophthalmic Claims System (OCS) and the Patient Record Form (OCSPR).

Updated OCSPR form

The OCSPR (white) form has been redesigned to include:

- **Part 3.** Updated patient declaration. This is currently being introduced on all GOS claim forms.
- **Part 4.** A coding system for recording of patient exemption criteria. Each exemption category has been assigned a code as indicated on the form and this code should be recorded with each service record in Part 5.
- **Part 5.** The patient or their representative should sign and date row “1” to confirm entitlement to a GOS Sight Test, then row “2” to confirm receipt of the GOS(NI)P prescription / statement from that test. For GOS Voucher or GOS Repair / Replacement claims, they should sign and date row “1” when ordering the spectacles or contact lenses, then row “2” upon collection. This is in line with the requirements for the current GOS paper claim forms.
- **Part 5.** Sections **g. Signature of OMP / Optometrist / Prescriber / Supplier** and **h. OO/OMP Code** must be signed by the relevant individual. For a Sight Test claim only a Prescriber’s signature is required. For Voucher and Repair / Replacement claims, a Prescriber’s signature is required when the appliance(s) are prescribed and a Supplier’s signature is required upon supply. This is in line with the requirements for the current GOS paper claim forms.
- **New layout** to enable all information to be included but to minimize the size as far as possible and enable more service events to be recorded on the one form.

These new forms should be introduced from **Monday 12th September 2016** and any patient for whom the old form was in use should be changed to the new form at their first attendance after Monday 12th September 2016.

Retention of forms

All OCSPR forms, both old and new, are required to be retained in the practice for 6 years from the last date of service.

Post payment verification

Post payment verification checks will now include checks on the OCSPR form to validate that it has been correctly completed for each service being reviewed. If the form is incorrectly completed e.g. if the patient or practitioner signatures are absent, the form cannot be verified and payment may be recovered.

It is appreciated that storage of this form, in an otherwise paperless system, poses difficulty for some contractors. However a signed patient declaration, as this is, is a **mandatory** (legal) requirement under the current GOS NI Regulations.

You will find enclosed a starter batch of these new forms. Please contact the Ophthalmic Payments team if you require any more batches of these.

If you have any queries regarding this guidance please contact your optometric adviser or a member of BSO ophthalmic services staff.

Yours sincerely

Mr. Raymond Curran
Head of Ophthalmic Services
Health and Social Care Board

Mr. Kevin Carland
Head of Ophthalmic & Dental Payments
Business Services Organization

