



Dear Colleague

**GENERAL OPHTHALMIC SERVICES (GOS)**

1. **DATE FOR ENDING PAPER GOS CLAIMS**
2. **GRANT FUNDING FOR PRACTICES TO SUPPORT MAKING ELECTRONIC GOS CLAIMS**
3. **IMPROVEMENTS TO eOPHTHALMICS**

**Summary**

1. This letter advises NHS Boards and Practitioner Services of the Scottish Government's intention to introduce regulations in 2018 requiring all GOS claims to be made electronically from **1 April 2019**.

2. It also advises that non-recurring funding is being provided for a per-practice grant of £350 to support practices in making the transition to submitting GOS claims electronically, and that a number of enhancements to eOphthalmics will be implemented by **1 June 2018**.

**Action**

3. NHS Boards and Practitioner Services are asked to note the:

- Scottish Government's intention to legislate to require all GOS claims to be made electronically from **1 April 2019**;
- Availability of a £350 per optometry practice grant to support practices making the transition to submitting GOS claims electronically;
- Enhancements that will be made to the eOphthalmics system by **1 June 2018**.

4. NHS Boards are asked to copy and issue the Memorandum and Annex to this letter to all optometrists and ophthalmic medical practitioners on their ophthalmic lists.

Yours sincerely,

**Linda Gregson**

Acting Head of Primary Care Division

18 December 2017

**Addresses:**For action

Chief Executives, NHS Boards

Director, Practitioner Services

For informationChief Executive,  
NHS National Services Scotland

NHS Board Optometric Advisers

**Enquiries to:**Mike Stewart  
Primary Care Division  
1st Floor East Rear  
St Andrew's House  
EDINBURGH  
EH1 3DG

Tel:

0131 244 7292 (for general GOS queries)

0131 275 6200 (for queries relating to the grant and eOphthalmics)

Email:

[NHSGeneralOphthalmicServicesMailbox@gov.scot](mailto:NHSGeneralOphthalmicServicesMailbox@gov.scot) (for general GOS queries)[nss.psdophthalmic@nhs.net](mailto:nss.psdophthalmic@nhs.net) (for queries relating to the grant and eOphthalmics)

**NATIONAL HEALTH SERVICE  
GENERAL OPHTHALMIC SERVICES (GOS)**

- 1. DATE FOR ENDING PAPER GOS CLAIMS**
- 2. GRANT FUNDING FOR PRACTICES TO SUPPORT MAKING ELECTRONIC GOS CLAIMS**
- 3. IMPROVEMENTS TO EOPHTHALMICS**

**Summary**

1. This Memorandum advises of the:
  - Scottish Government's plan to legislate to require all GOS claims to be made electronically from **1 April 2019**;
  - availability of a £350 per practice grant to support practices making the transition to submitting GOS claims electronically;
  - improvements that will be made by Practitioner Services to the eOphthalmics system by **1 June 2018**.

**End of paper GOS claims from 1 April 2019**

2. The Scottish Government will introduce Regulations in 2018 with the effect that all GOS claims must be made electronically (by a practice management system or using the web-based eOphthalmics forms/querystring) from **1 April 2019**. After this date, Practitioner Services will no longer accept paper GOS claims and any that are received will be rejected.

**Grant provision**

3. To support practices in making the transition to submitting GOS claims electronically, and in recognition of the investment made by those practices already doing so, the Scottish Government is providing non-recurring funding for a per-practice grant of £350, subject to certain conditions being met. These conditions, and the process for receiving the grant, are set out in the next heading.
4. The funding is intended as a contribution towards the costs that a practice is likely to incur in transitioning to making electronic GOS claims. Some suggestions of what practices may wish to consider using the grant for include, but are not limited to:
  - purchasing or upgrading a computer/device;
  - purchasing or upgrading a practice management system;
  - broadband costs;
  - networking a practice;
  - staff training.

## Process for receiving the grant

5. Two separate processes for the grant will apply, depending on whether or not a practice makes 80% or more of its GOS claims electronically (by a practice management system or using the web-based eOphthalmics form/querystring):

- For practices which make 80% or more of their GOS claims electronically across the November (paid December) 2017 and December (paid January 2018) 2017 schedule periods – the grant will be automatically included in the December paid January 2018 schedule.

- For all other practices – the practice must submit a completed application form (provided in the [Annex](#) to this Memorandum) to be received by Practitioner Services by no later than **28 February 2018**. Applications received after this date will be rejected. Upon receipt of the completed application form, Practitioner Services will include the grant in the next available payment schedule. If by the June paid July 2018 payment schedule the practice has not submitted 80% or more of its GOS claims electronically in two successive payment schedules, and subject to Practitioner Services' discretion, the grant amount will be taken back in a later payment schedule.

6. Practitioner Services do not require the practice to supply evidence of what the grant was used for.

## Enhancements to eOphthalmics webform for GOS claims

7. Since the introduction of the eOphthalmic webforms for GOS claims, Practitioner Services has received valuable feedback from individual opticians and stakeholders on making improvements to its functionality and usability. As a result of this feedback, a number of enhancements to the web-based GOS forms will be implemented by **1 June 2018**.

8. These enhancements include, but are not limited to:

- Auto-population of certain fields, such as the amount being claimed;
- Enabling sorting by patient name or chronological order (e.g. date of examination) on the Review Claims screen;
- Removing unused fields and reordering/rearranging existing fields and options to be more user-friendly and based on most frequently entered data.

9. A number of additional controls will also be implemented by **1 June 2018** that will help opticians and ophthalmic medical practitioners to make successful claims and avoid specific scenarios from failing validation further in the claims process.

## Enquiries

10. Any enquiries arising from this Memorandum should be directed to Practitioner Services (email: [nss.psdophthalmic@nhs.net](mailto:nss.psdophthalmic@nhs.net); tel: 0131 275 6200).

# eOphthalmic Practice Grant Application Form

Annex

The Scottish Government has agreed a £350 Grant per practice to support practices making the transition to submitting GOS claims electronically. The Grant is intended to make a contribution towards the costs that a practice is likely to incur in transitioning to making electronic GOS claims. Practices may wish to consider using the Grant to partly fund purchasing or upgrading a computer/or device; purchasing or upgrading practice management systems software; broadband costs; networking a practice; or for staff training.

Practices should only apply for the Grant if they intend to achieve 80% or more of their GOS claims being submitted electronically in two successive schedules by the June paid July 2018 payment schedule, and should be able to sustain at least this level during 2018/19. Practices who intend to achieve this should submit the completed Grant application form by **28 February 2018**.

Please complete the following sections in **BLOCK CAPITALS**.

<b>Part 1 – Practice Details</b>		<b>Part 2 Payment Details</b>											
<b>Practice Name</b>		<b>Payment Location Code</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>											
<b>Address (stamp if possible)</b>		<b>Contact Person within Practice</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td> </tr> </table>											
		<b>Position</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td> </tr> </table>											
		<b>Contact email address</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td> </tr> </table>											
		<b>Contact telephone number</b> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>											
<b>Part 3 – Practice Grant Conditions</b>		<b>Part 4 – Intended Transmission Plan</b>											
I certify that my practice will transmit <b>80% or more</b> of our GOS claims electronically in two successive schedule months by the June paid July 2018 payment schedule, and sustain at least this level for the rest of 2018/19. (tick box) <input type="checkbox"/>		<b>Estimated Date of Electronic transmissions</b> <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Month</th> <th style="text-align: center;">Year</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> month of =&gt;80% transmission</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>2<sup>nd</sup> month of =&gt;80% transmission</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table>			Month	Year	1 <sup>st</sup> month of =>80% transmission	<input type="text"/>	<input type="text"/>	2 <sup>nd</sup> month of =>80% transmission	<input type="text"/>	<input type="text"/>	
	Month	Year											
1 <sup>st</sup> month of =>80% transmission	<input type="text"/>	<input type="text"/>											
2 <sup>nd</sup> month of =>80% transmission	<input type="text"/>	<input type="text"/>											
<i>For PSD use only</i> All details confirmed/ Grant Payment Authorised (Yes/No) <input type="checkbox"/>		Our practice intends to transmit using Webform/querystring <input type="checkbox"/> PMS <input type="checkbox"/>											
<b>Part 5 – DECLARATION BY PRACTICE APPLYING FOR GRANT</b>													
I confirm that the information provided above is correct and complete to the best of my knowledge. I understand if it is not, appropriate action may be taken against me. I acknowledge and agree that any payment made in respect of this claim will be subject to review after the June paid July 2018 payment schedule and in the event of the practice failing to meet the conditions set out above in Part 3, a repayment of the full Grant amount will be deducted automatically from a future month's payment schedule. I agree to the repayment of this Grant amount against other scheduled payments should the practice close or change ownership.													
Listed Contractor Signatory: _____		Date: ____/____/____											

**PLEASE RETURN COMPLETED FORMS FOR RECEIPT BY 28 FEBRUARY 2018**

SCANNED FORM VIA EMAIL TO: [nss.psdgospayteam@nhs.net](mailto:nss.psdgospayteam@nhs.net) WITH SUBJECT "eOPHTHALMIC PRACTICE GRANT", OR BY POST: MARK THE ENVELOPE "eOPHTHALMIC PRACTICE GRANT", NHS NATIONAL SERVICES SCOTLAND, PRACTITIONER SERVICES (OPHTHALMIC PAYMENTS TEAM), GYLE SQUARE, 1 SOUTH GYLE CRESCENT, EDINBURGH, EH12 9EB.