

Transition to digital claims for Community Glaucoma Service The layout for this guidance is based on screenshots from a test environment, and there may be cosmetic differences when viewing the web form.

CGS Claim Submission Guidance

Contents

Digital submissions for Community Glaucoma Service (CGS)	2
Logging in	3
Selecting Optometry Practice	4
eOphthalmic Homepage - select Community Glaucoma Service	5
CGS Service Selection - Creating and managing claims.....	6
Identify Patient and History	7
Errors.....	9
Found Patient Details	10
Registration	11
Deregistration	13
CGS Primary Assessment	14
CGS Supplementary Assessment	16
CGS Claim Submission - PIN	17
Successful Submission.....	18
CGS Administration - Practice Activity History	19

Transition to digital claims for Community Glaucoma Service The layout for this guidance is based on screenshots from a test environment, and there may be cosmetic differences when viewing the web form.

Digital submissions for Community Glaucoma Service (CGS)

Digital submissions for Community Glaucoma Service (CGS) registration and assessment claims will closely resemble the functionality of the eOphthalmic web form (OWF) and be deployed on the eOphthalmic Web Payments platform.

If you do not already have an existing eOphthalmic user account please visit our [website](#) where you will find information on getting an account set up.

The following guidance shows you how to submit CGS claims using the OWF.

Transition to digital claims for Community Glaucoma Service The layout for this guidance is based on screenshots from a test environment, and there may be cosmetic differences when viewing the web form.

Logging in



eOphthalmic Web Payments

Welcome to the eOphthalmic webforms service.

This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.

By entering claim and patient data using this service you are able to store and submit payment claims electronically to Practitioner Services for processing. Under the Data Protection Act you are the data controller for such personal health data.

For general information, forms and guidance browse our National Services Scotland website at <https://www.nss.nhs.scot/browse/ophthalmic-services>

Alternatively contact Practitioner Services Customer Service team on 0131 275 6300 or email nss.psdophthalmic@nhs.scot

The Customer help desk hours are Monday to Thursday 0830 until 1630, Friday 0830 until 1600.

Other resources for professionals involved in providing eye care services in Scotland which include the Community Glaucoma Service are available at www.eyes.nhs.scot.

User Name

Password

[Unable to login?](#)

SYSTEM OUTAGE EXAMPLE MESSAGE

eOphthalmics has been updated to version 2.2.17.0

Logging in

You need to log in to eOphthalmic Web Payments using the username and password provided by us.

Access to eOphthalmic web payments is via a secure NHS network. Alternatively, you can use an IPsec tunnel. These solutions allow a safe transfer of confidential data.

Transition to digital claims for Community Glaucoma Service The layout for this guidance is based on screenshots from a test environment, and there may be cosmetic differences when viewing the web form.

Selecting Optometry Practice





eOphthalmic

Logged in as: Joe

GOC: 321

OLN: 54321

Last Log in: Wed, May 15, 2024 12:21

Enabled for Practice:

[Log Out](#)

Authentication Successful!

Welcome Back, TestForename TestSurname

Select Optometry Practice

Optometry Practice:

[Continue](#)

Select Optometry Practice

Once you have logged in, select the practice you are working in. If you work in multiple practices they will show in the drop down.

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eOphthalmic Homepage - select Community Glaucoma Service



eOphthalmic

Logged in as:	Joe	Last Log in:	Wed, May 15, 2024 12:21	Log Out
GOC:	321	Enabled for Practice:	Ophthalmic (First Practice)	
OLN:	54321			

eOphthalmic Homepage

You may log in 31033 times before you must set your security questions.
To set your questions now select "Maintain Security Questions" below.

eOphthalmic Options

- [GOS Claims](#)
- [Community Glaucoma Service](#)

User Administration

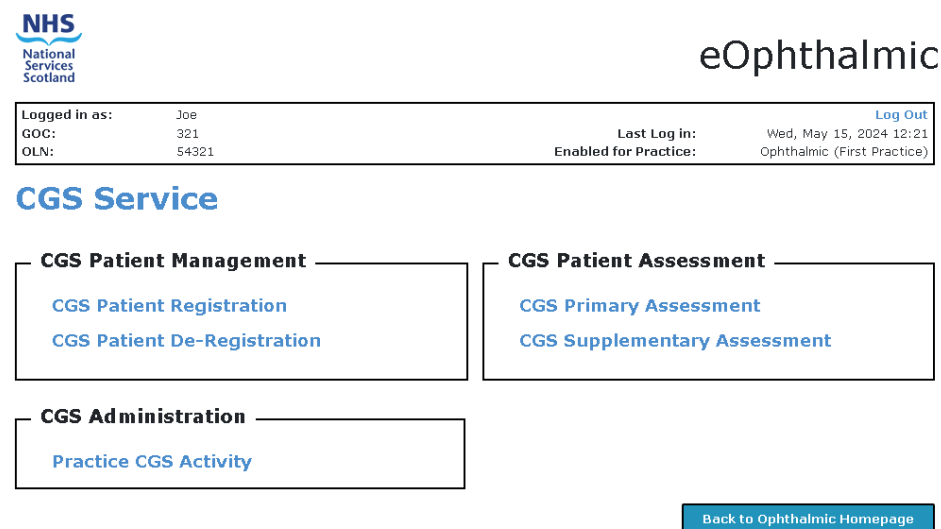
- [Maintain User](#)
- [Maintain Security Questions](#)
- [Change Password](#)
- [Change Practice](#)

eOphthalmic Homepage

The eOphthalmic homepage will then allow you to select Community Glaucoma Service.

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CGS Service Selection - Creating and managing claims



The screenshot shows the eOphthalmic interface for CGS Service Selection. At the top left is the NHS National Services Scotland logo. The main header is 'eOphthalmic'. Below the header is a login information box with the following details:

Logged in as:	Joe	Last Log in:	Wed, May 15, 2024 12:21	Log Out
GOC:	321	Enabled for Practice:	Ophthalmic (First Practice)	
OLN:	54321			

Below the login box is the 'CGS Service' section. It contains three main categories:

- CGS Patient Management**
 - [CGS Patient Registration](#)
 - [CGS Patient De-Registration](#)
- CGS Patient Assessment**
 - [CGS Primary Assessment](#)
 - [CGS Supplementary Assessment](#)
- CGS Administration**
 - [Practice CGS Activity](#)

At the bottom right of the interface is a button labeled 'Back to Ophthalmic Homepage'.

CGS Patient Management

CGS Patient Registration – to be completed when an eligible patient indicates they wish to be registered with the Community Glaucoma Service.

CGS Patient De-Registration – to be completed when you wish to de-register a patient from the Community Glaucoma Service in accordance with [The Optometry Enhanced Services \(Community Glaucoma Service\)\(Scotland\) Directions.](#)

CGS Patient Assessment

CGS Primary Assessment – to be completed when carrying out a Primary Community Glaucoma Assessment with a patient.

CGS Supplementary Assessment - to be completed when carrying out a Supplementary Community Glaucoma Assessment with a patient.

Practice CGS Activity

Practice CGS Activity displays all claims created and submitted.

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Identify Patient and History



eOphthalmic

Logged in as:	Joe		Log Out
GOC:	321	Last Log in:	Wed, May 15, 2024 12:21
OLN:	54321	Enabled for Practice:	Ophthalmic (First Practice)

Identify Patient and History

CHI*

Forename*

Surname*

Date of Birth*

Sex*

☐ Male
 ☐ Female

Post Code

* - mandatory field

Cancel

Submit

Identify Patient and History

When you select a registration or assessment option, you will be prompted to search for a patient. All fields marked with an asterisk are mandatory.

Unlike GOS claims, the Community Health Index (CHI) number is mandatory for CGS.

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eOphthalmic

Logged in as:	Joe		Log Out
GOC:	321	Last Log in:	Wed, May 15, 2024 12:21
OLN:	54321	Enabled for Practice:	Ophthalmic (First Practice)

Identify Patient and History

CHI*

Forename*

Surname*

Date of Birth*


Sex*
☒ Male
☐ Female

Post Code

* - mandatory field

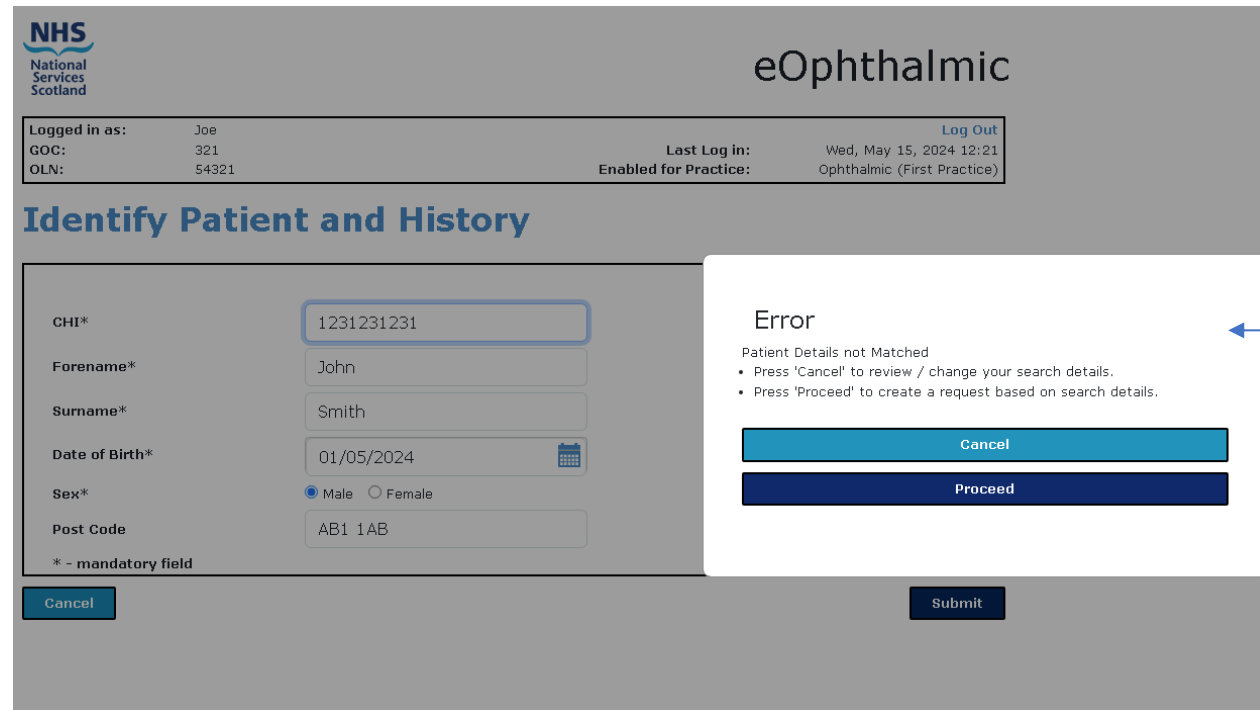
• Date of Birth is a required field and must be picked

Identify Patient and History

If you fail to enter a mandatory field an error message will appear in red.

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Errors



The screenshot shows the 'Identify Patient and History' form in the eOphthalmic system. The form includes fields for CHI*, Forename*, Surname*, Date of Birth*, Sex*, and Post Code. The CHI* field contains the value '1231231231'. The Date of Birth* field shows '01/05/2024'. The Sex* field has 'Male' selected. The Post Code field contains 'AB1 1AB'. A 'Submit' button is at the bottom right. An error message box is displayed in the center, stating 'Error' and 'Patient Details not Matched'. The error message includes instructions: 'Press 'Cancel' to review / change your search details.' and 'Press 'Proceed' to create a request based on search details.' Below the error message are 'Cancel' and 'Proceed' buttons. A 'Cancel' button is also located at the bottom left of the form.

Identify Patient and History

CHI* 1231231231

Forename* John

Surname* Smith

Date of Birth* 01/05/2024

Sex* ☒ Male ☐ Female

Post Code AB1 1AB

* - mandatory field

Error

Patient Details not Matched

- Press 'Cancel' to review / change your search details.
- Press 'Proceed' to create a request based on search details.

Cancel Proceed

Cancel Submit

Identify Patient and History

If you submit the patient search and the details do not match, an error will appear. You can press 'Cancel' to review or change your search details, or 'Proceed' to create a request based on your search details.

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Found Patient Details



eOphthalmic

Logged in as:	Joe		Log Out
GOC:	321	Last Log in:	Wed, May 15, 2024 12:21
OLN:	54321	Enabled for Practice:	Ophthalmic (First Practice)

Patient's History and Results

	Patient Search Criteria	Found Patient Details	
CHI	1231231231	1234567890	Warning! Found Patient CHI does not match search criteria.
Forename	John	Chris	
Surname	Smith	Law	
Date of Birth	01/05/2024	07/09/1970	
Sex	Male	Male	
Post Code	AA1 1AA	AA1 1AA	
Last GOS Primary Eye Examination		08/05/2024	
CGS Registered		No	
Last CGS Primary Assessment		01/05/2024	
	Proceed with Search Terms	Proceed with Patient	

[Return to CGS Home](#)

Identify Patient and History

If you click 'Proceed' you will be presented with the 'Patient Search Criteria' which are the details you entered, and the 'Found Patient Details' which is what the search has brought back.

The example shown here has brought back two different patients and a warning message appears advising the "Found Patient CHI does not match the search criteria".

You can then choose to proceed with the patient details you have searched by selecting "Proceed with Search Terms" or the patient we have matched the details to by selecting "Proceed with Patient".

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Registration

Case ID

CGS Service - Registration

Patient details

CGS Registration

CHI Number*

1231231231

Forename*

John

Surname*

Smith

DoB*

01/05/2024

Gender*

Male

Address

*

*

Postcode*

Cancel

Save

Previous

Next

CGS Service – Registration

Patient Details - You will be presented with the Patient Details tab which will be populated with the CHI number, Forename, Surname, Date of Birth and Gender from the search. You will need to manually enter the patient's address and postcode. All these fields are mandatory. If you fail to complete any of the fields an error will appear in red.

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Case ID 28583 / 000033 / 1

CGS Service - Registration

Patient details
CGS Registration

Date of Patient Consent*
02/07/2024

Name of Hospital Eye Service*
Mountainhall Treatment Centre, Dumfries

CGS Service - Registration

You should then click 'next' and you will move into the CGS registration tab.

Date of Patient Consent – enter the date on which the patient provided their consent and/or signature.

Name of Hospital Eye Service – select the name of the HES the patient was attending from the dropdown. The dropdown will appear when you click in the field, and a 'hover text' feature is available for when a name has been truncated in the text box.

Once you have completed the fields, click 'Submit'.

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Deregistration



eOphthalmic

Logged in as:	Joe		Log Out
GOC:	321	Last Log in:	Wed, May 15, 2024 12:51
OLN:	54321	Enabled for Practice:	Ophthalmic (First Practice)

Case ID Ophthalmic / 000577 / 0

CGS Service - Deregistration

Patient details

CGS Deregistration

Date of CGS Deregistration*

02/05/2024

Deregistration Reason*

a - The patient has died

Cancel

Save

Previous

Next

Submit

CGS Service – De-registration

If you need to de-register a patient from the CGS you must enter the Date of CGS De-registration and the De-registration Reason from the dropdown.

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CGS Primary Assessment

Case ID 28583 / 000020 / 1

CGS Service - Primary Assessment

Patient details
Prescription Details (for information)
CGS Primary Assessment

Most Recent GOS Prescription
Prescription Date 25/08/2017

Right					Left					
Spherical +/-	Cylindrical +/-	Axis	Prism	Base		Spherical +/-	Cylindrical +/-	Axis	Prism	Base
+ 3.75	+ 1.50	3.00	0.0 IN		D	+ 2.25	+ 0.75	13.00	0.0 IN	
+ 6.00	+ 1.50	3.00	0.0 IN		N	+ 4.50	+ 0.75	13.00	0.0 IN	

Cancel
Save
Previous
Next

CGS Service – Primary Assessment

Prescription Details (for information) - If you are carrying out a CGS Primary Assessment the patient search will bring back the patient's previous prescription and this will be displayed on the second tab.

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Case ID

CGS Service - Primary Assessment

Patient details	Prescription Details (for information)	CGS Primary Assessment
Date of Last CGS Primary Assessment Date of CGS Primary Assessment* Clinical Condition* Please select.. Outcome of Assessment (*Select all that apply) ☐ Recall - CGS Primary ☐ Recall - CGS Supplementary ☐ Refer to GP ☐ Refer to Another Optometrist ☐ Refer to Secondary Care / Hospital		

CGS Service – Primary Assessment

CGS Primary Assessment - in the third tab you will need to enter the date of the patient's last CGS Primary Assessment, the date of the Primary assessment being carried out, the patient's clinical condition which should be selected from the dropdown and the outcome of their assessment (tick all applicable boxes).

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CGS Supplementary Assessment

Case ID

CGS Service - Supplementary Assessment

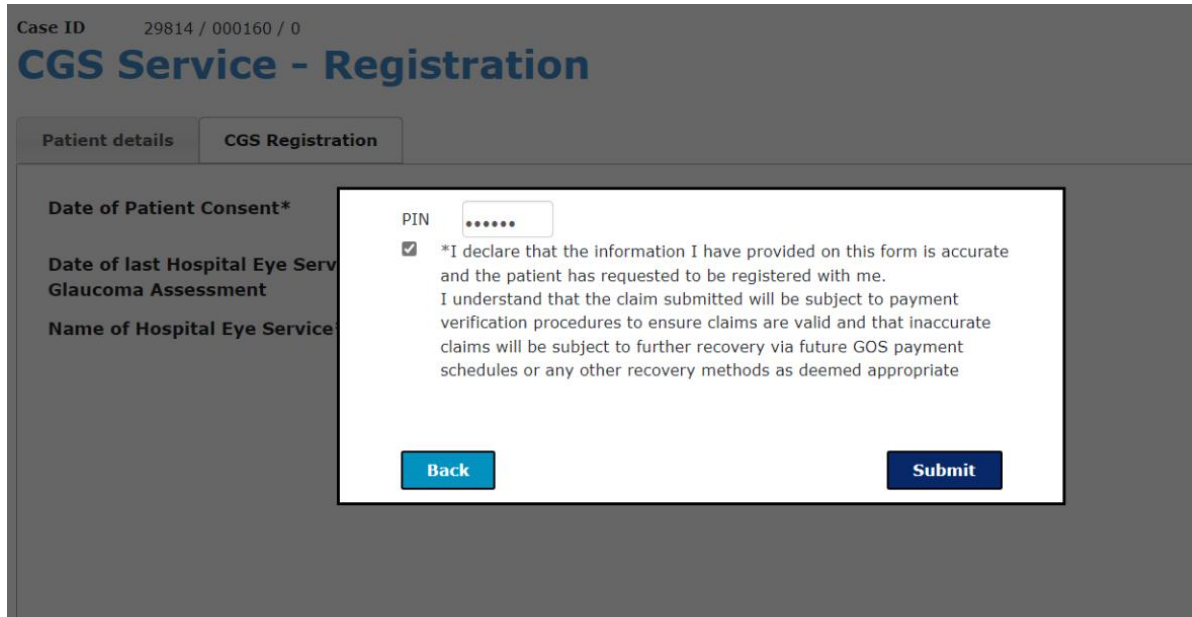
Patient details	Prescription Details (for information)	CGS Supplementary Assessment
Date of CGS Supplementary Assessment* Reason for Supplementary Assessment* Please select.. Clinical Condition* Please select.. Outcome of Assessment (*Select all that apply) ☐ Recall - CGS Primary ☐ Recall - CGS Supplementary ☐ Refer to GP ☐ Refer to Another Optometrist ☐ Refer to Secondary Care / Hospital		
Cancel	Save Previous Next	Submit

CGS Service – Supplementary Assessment

CGS Supplementary Assessment - if you are carrying out a CGS Supplementary Assessment you will need to enter the date of the patient's CGS Supplementary Assessment in the third tab. You will also need to select the reason for the supplementary assessment from the dropdown, and the clinical condition of the patient. You will also need to select the outcome of the assessment (all applicable boxes should be ticked).

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CGS Claim Submission- PIN



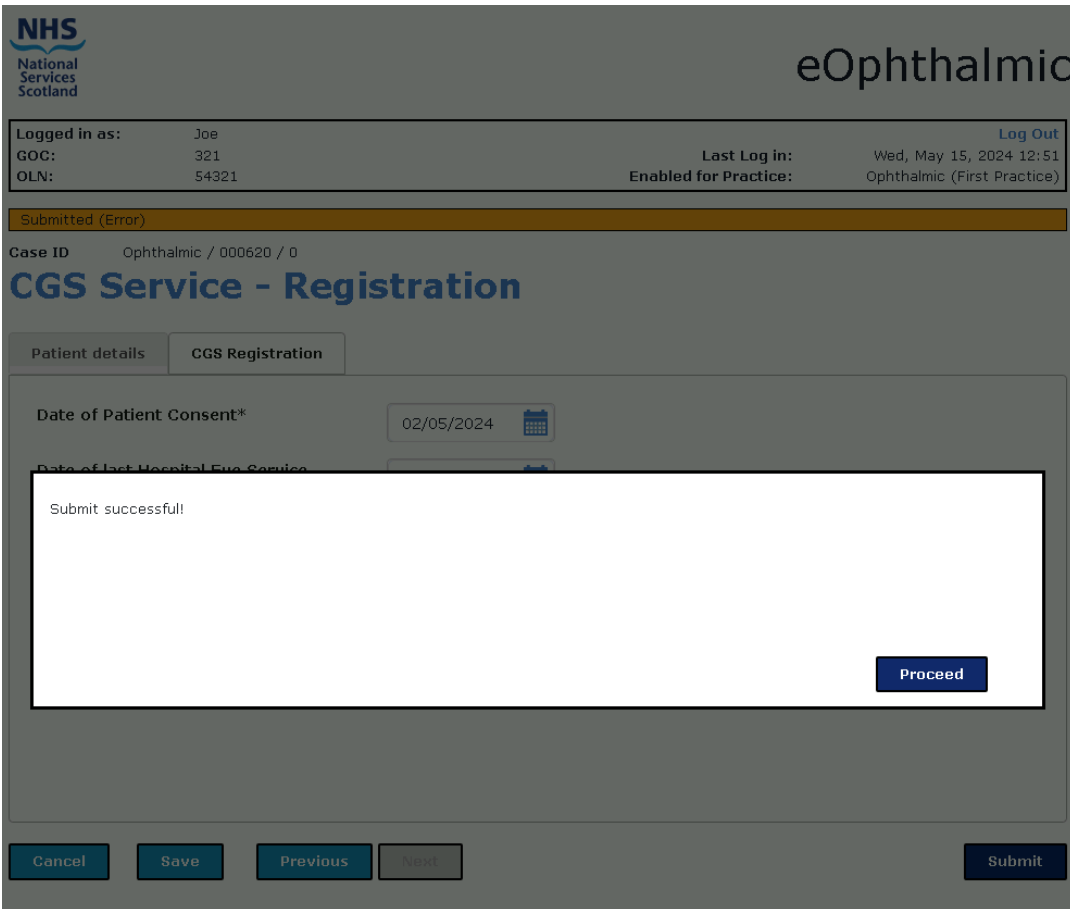
The screenshot shows the 'CGS Service - Registration' form. At the top, it displays 'Case ID 29814 / 000160 / 0'. Below this, there are two tabs: 'Patient details' and 'CGS Registration'. The 'CGS Registration' tab is active. On the left side of the form, there are labels for 'Date of Patient Consent*', 'Date of last Hospital Eye Service Glaucoma Assessment', and 'Name of Hospital Eye Service'. A pop-up box is centered on the screen, prompting for a 'PIN' (represented by six dots) and containing a declaration: '*I declare that the information I have provided on this form is accurate and the patient has requested to be registered with me. I understand that the claim submitted will be subject to payment verification procedures to ensure claims are valid and that inaccurate claims will be subject to further recovery via future GOS payment schedules or any other recovery methods as deemed appropriate'. At the bottom of the pop-up are 'Back' and 'Submit' buttons.

CGS Service – Submission

When you click 'submit' a pop up box will appear asking you to enter your PIN, and to declare that the information you have provided is accurate, that the patient has requested to be registered and that you understand that the claim submitted will be subject to payment verification procedures.

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Successful Submission



The screenshot shows the eOphthalmic interface. At the top left is the NHS National Services Scotland logo. The title 'eOphthalmic' is at the top right. A user information bar shows 'Logged in as: Joe', 'GOC: 321', 'OLN: 54321', 'Last Log in: Wed, May 15, 2024 12:51', and 'Enabled for Practice: Ophthalmic (First Practice)'. A 'Log Out' link is on the right. Below this is a brown bar with the text 'Submitted (Error)'. The 'Case ID' is 'Ophthalmic / 000620 / 0'. The main heading is 'CGS Service - Registration'. There are two tabs: 'Patient details' and 'CGS Registration'. The 'CGS Registration' tab is active. It contains a 'Date of Patient Consent*' field with the value '02/05/2024' and a calendar icon. Below this is a 'Date of Last Hospital Eye Service' field. A large white box with a black border contains the text 'Submit successful!'. A 'Proceed' button is at the bottom right of this box. At the very bottom of the form are five buttons: 'Cancel', 'Save', 'Previous', 'Next', and 'Submit'.

CGS Service – Submission

When your claim has been submitted successfully, a pop up box will appear advising it has been successful.

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CGS Administration- Practice Activity History



localhost:5000 says

Selection includes Requests that have been Parked or Submitted with Errors. Do you want to proceed?

OK
Cancel

eOphthalmic

Logged in as: Joe

GOC: 321

OLN: 54321

[Log Out](#)

Last Log in: Wed, May 15, 2024 12:21

Enabled for Practice: Ophthalmic (First Practice)

CGS Service - Practice Activity History

All

Incomplete

From:

To:

Name	CHI	Action	Status	Date	Action	Delete ?
Ada Ada	1231231231	CGS Patient Deregistration	Parked	05/13/2024	View	☐
Agnieszka Markowska	1231231231	CGS Primary Assessment	Parked	03/27/2024	View	☒

[Return to CGS Home](#)

Checked: 1 / 16

[Delete](#)

CGS Service – Practice Activity History

The Practice Activity History page shows all CGS registrations, de-registrations and assessment claims.

Parked claims are claims that have not been submitted. The status may also show as submitted with errors and you can click on these claims to view the errors.

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eOphthalmic

CGS Service – Practice Activity History

You can filter how you view claims using the dropdowns.

Logged in as: Joe
 GOC: 321
 OLN: 54321
 Last Log in: Wed, May 15, 2024 12:21
 Enabled for Practice: Ophthalmic (First Practice)
[Log Out](#)

CGS Service - Practice Activity History

		CGS Patient Registration	All	From: dd/mm/yyyy	To: dd/mm/yyyy		
Name	CHI					Status	Date
Justyna Czarna	1231231231	CGS Patient Registration	Submitted	03/28/2024	View	☐	
Katarzyna Rurka	1231231231	CGS Patient Registration	Submitted	03/28/2024	View	☐	
Tomasz Pies	1231231231	CGS Patient Registration	Submitted	03/27/2024	View	☐	
Chris Law	1234567890	CGS Patient Registration	Submitted	05/13/2024	View	☐	

[Return to CGS Home](#)

Checked: 0 / 12

[Delete](#)

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eOphthalmic

Logged in as: Joe **Last Log in:** Wed, May 15, 2024 12:21 [Log Out](#)
GOC: 321 **Enabled for Practice:** Ophthalmic (First Practice)
OLN: 54321

CGS Service - Practice Activity History

All

Incomplete

From: 10/05/2024

To:

Name	CHI	Action	Status	Date
Ada Ada	1231231231	CGS Patient Deregistration	Parked	05/13/

[Return to CGS Home](#)

May 2024

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9

Clear

Today

CGS Service – Practice Activity History

You can also filter the claims by date.

Contact us | If you have any queries relating to digital submissions for CGS claims please contact us at nss.psdophthalmic@nhs.scot / 0345 034 2458