
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.

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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.

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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:

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

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)

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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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)

CGS Service

CGS Patient Management

[CGS Patient Registration](#)
[CGS Patient De-Registration](#)

CGS Patient Assessment

[CGS Primary Assessment](#)
[CGS Supplementary Assessment](#)

CGS Administration

[Practice CGS Activity](#)

[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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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*	<input type="text"/>
Forename*	<input type="text"/>
Surname*	<input type="text"/>
Date of Birth*	<input type="text"/>
Sex*	<input type="radio"/> Male <input type="radio"/> Female
Post Code	<input type="text"/>

* - 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*	<input type="text" value="1231231231"/>	• Date of Birth is a required field and must be picked
Forename*	<input type="text" value="John"/>	
Surname*	<input type="text" value="Smith"/>	
Date of Birth*	<input type="text" value=""/>	
Sex*	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Post Code	<input type="text"/>	

* - mandatory field

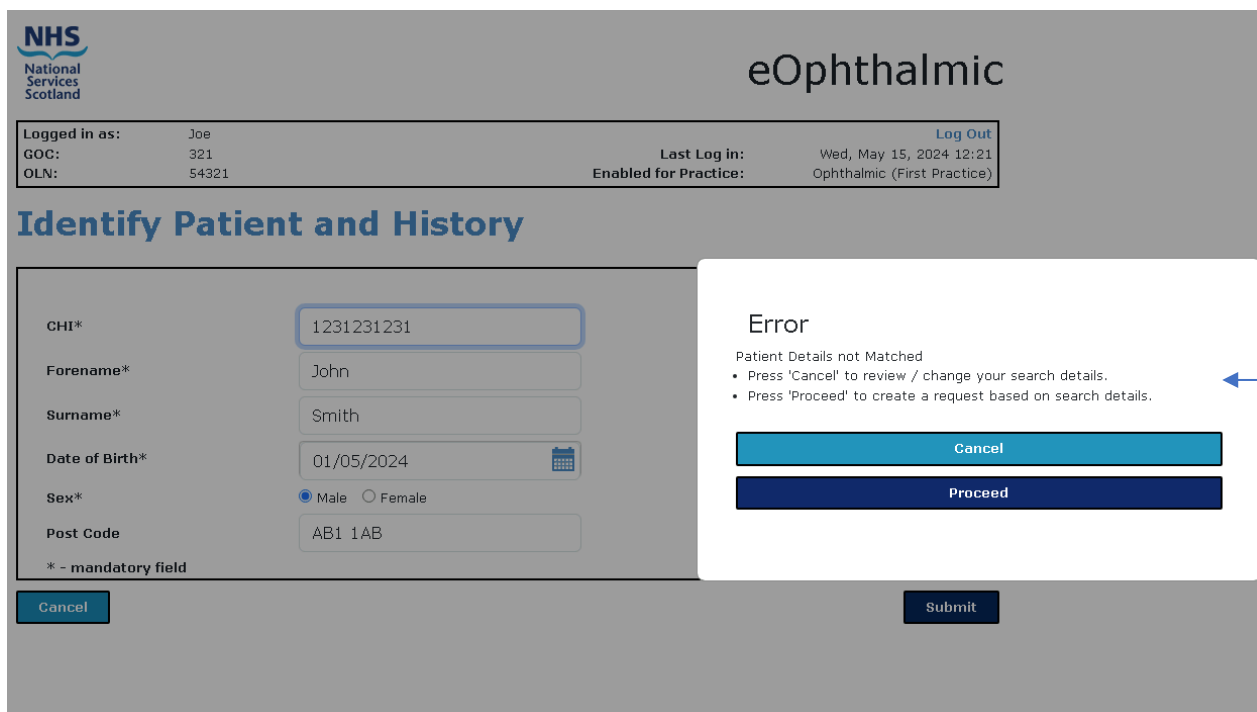
Cancel

Submit

Identify Patient and History

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

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NHS
National Services Scotland

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

Error

Patient Details not Matched

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

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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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			

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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Case ID

CGS Service - Registration

Patient details CGS Registration

CHI Number* <input type="text" value="1231231231"/>	Forename* <input type="text" value="John"/>	Surname* <input type="text" value="Smith"/>
DoB* <input type="text" value="01/05/2024"/> 	Gender* <input type="text" value="Male"/>	
Address		
* <input type="text"/>		
* <input type="text"/>		
<input type="text"/>		
Postcode*	<input type="text"/>	

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* 

Date of last Hospital Eye Service Glaucoma Assessment

Name of Hospital Eye Service*

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.

Date of last Hospital Eye Service Glaucoma Assessment – enter the date of the patient's last HES Glaucoma assessment.

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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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*	<input type="text" value="02/05/2024"/>
Deregistration Reason*	<input type="text" value="a - The patient has died"/>

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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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				

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 <input type="text" value=""/>		
Date of CGS Primary Assessment* <input type="text" value=""/>		
Clinical Condition* <input type="text" value="Please select.."/>		
Outcome of Assessment (*Select all that apply)		
<input type="checkbox"/> Recall - CGS Primary		
<input type="checkbox"/> Recall - CGS Supplementary		
<input type="checkbox"/> Refer to GP		
<input type="checkbox"/> Refer to Another Optometrist		
<input type="checkbox"/> 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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Case ID

CGS Service - Supplementary Assessment

Patient details	Prescription Details (for information)	CGS Supplementary Assessment
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Date of CGS Supplementary Assessment*	<input type="text" value=""/>
Reason for Supplementary Assessment*	<input type="text" value="Please select.."/>
Clinical Condition*	<input type="text" value="Please select.."/>

Outcome of Assessment (*Select all that apply)

<input type="checkbox"/> Recall - CGS Primary	<input type="checkbox"/> Recall - CGS Supplementary
<input type="checkbox"/> Refer to GP	<input type="checkbox"/> Refer to Another Optometrist
<input type="checkbox"/> Refer to Secondary Care / Hospital	

Cancel	Save	Previous	Next	Submit
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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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Case ID 29814 / 000160 / 0

CGS Service - Registration

Patient details | **CGS Registration**

Date of Patient Consent*

Date of last Hospital Eye Service Glaucoma Assessment

Name of Hospital Eye Service

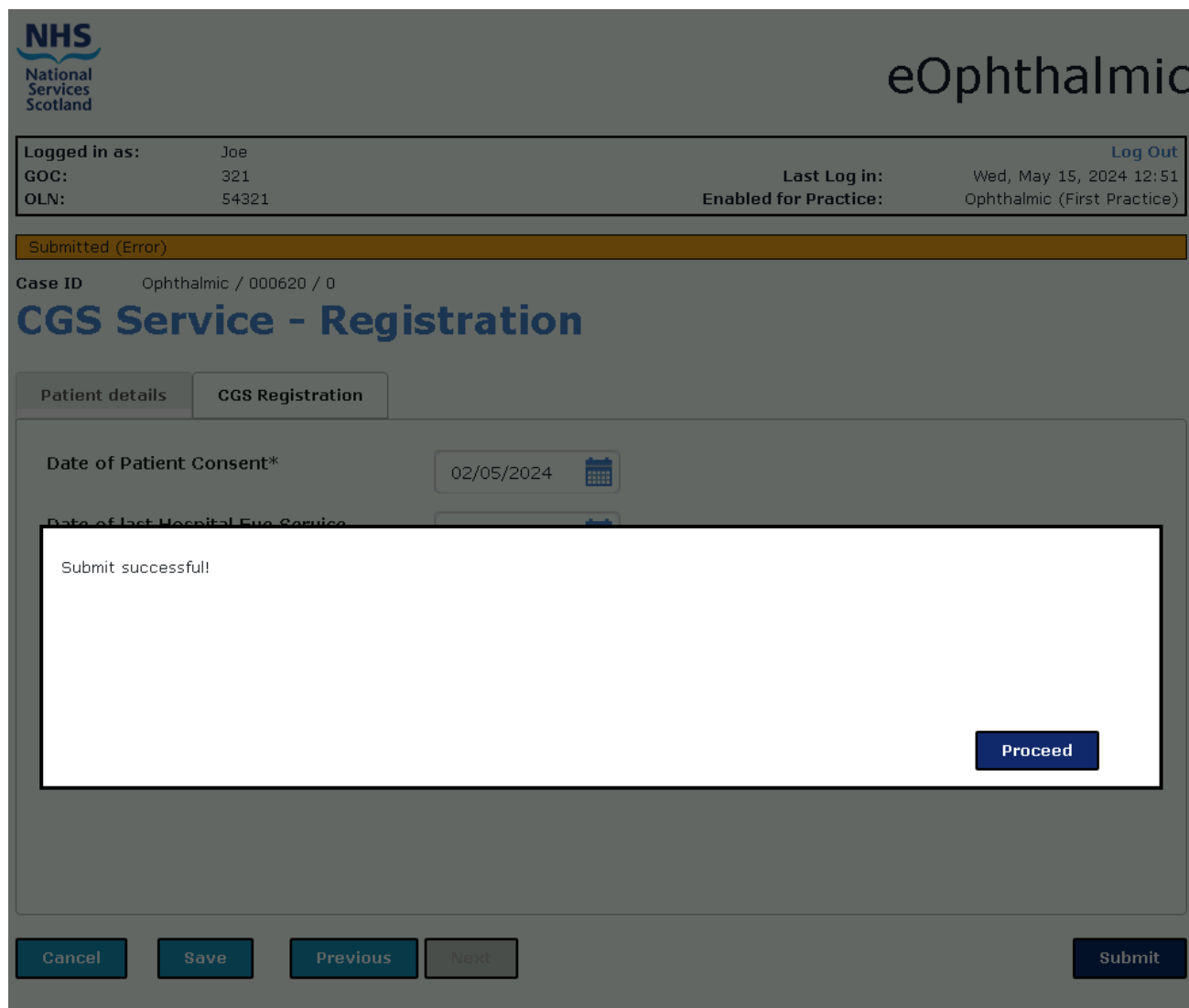
PIN

*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

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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The screenshot shows the eOphthalmic interface for the CGS Service - Registration. At the top left is the NHS National Services Scotland logo. The page title is "eOphthalmic". A header bar contains user information: "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 visible. Below this is a yellow error bar that says "Submitted (Error)". The main content area shows "Case ID Ophthalmic / 000620 / 0" and the title "CGS Service - Registration". There are two tabs: "Patient details" and "CGS Registration". The "CGS Registration" tab is active, showing a form with a "Date of Patient Consent*" field set to "02/05/2024". A large white pop-up box is overlaid on the form, containing the text "Submit successful!" and a "Proceed" button. At the bottom of the form are buttons for "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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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 [Log Out](#)
 GOC: 321 Last Log in: Wed, May 15, 2024 12:21
 OLN: 54321 Enabled for Practice: Ophthalmic (First Practice)

CGS Service - Practice Activity History

All Incomplete From: dd/mm/yyyy
 To: dd/mm/yyyy

Name	CHI	Action	Status	Date	Action	Delete ?
Ada Ada	1231231231	CGS Patient Deregistration	Parked	05/13/2024	View	<input type="checkbox"/>
Agnieszka Markowska	1231231231	CGS Primary Assessment	Parked	03/27/2024	View	<input checked="" type="checkbox"/>

[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

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

You can filter how you view claims using the dropdowns.

CGS Service - Practice Activity History

CGS Patient Registration
From: dd/mm/yyyy
To: dd/mm/yyyy

Name	CHI	CGS Patient Registration	Status	Date	Action	Delete ?
Justyna Czarna	1231231231	CGS Patient Registration	Submitted	03/28/2024	View	<input type="checkbox"/>
Katarzyna Rurka	1231231231	CGS Patient Registration	Submitted	03/28/2024	View	<input type="checkbox"/>
Tomasz Pies	1231231231	CGS Patient Registration	Submitted	03/27/2024	View	<input type="checkbox"/>
Chris Law	1234567890	CGS Patient Registration	Submitted	05/13/2024	View	<input type="checkbox"/>

[Return to CGS Home](#)

Checked: 0 / 12 [Delete](#)

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CGS Service – Practice Activity History

You can also filter the claims by date.

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)

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

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Clear](#)
[Today](#)

Contact us | If you have any queries relating to digital submissions for CGS claims please contact us at nss.psdophthalmic@nhs.scot / 0131 275 6300