

Registration check list

Patients eligible for this service will be identified by the Hospital Eye Service (HES). To register a patient please follow the checklist below:

- Ensure that the patient consent to registration form is fully completed by both you and the patient (or their representative). A hard copy of this form is included with the letter that the patient receives from the HES, providing the option for the patient to complete Parts 1A-1B and return the form to you by post or email (as an alternative to physically attending the practice to return the form). However, in case a new copy of the form is required this can be found here: [Patient letter, consent form and information leaflet \(eyes.nhs.scot\)](#). Once fully completed this form must be uploaded to the patient's EPR (OpenEyes)*. The original hard copy may then be destroyed.
- Upload the patient eligibility letter to the Electronic Patient Record (EPR)*.
- Complete the patient registration payment claim form on the eOphthalmic web form which can be found here: <https://eophthalmics.mhs.scot.nhs.uk>
 - This must be completed by the Accredited Provider - this is the Part 1 listed optometrist who applied to provide the Community Glaucoma Service (CGS) from this practice and to whom the patients are registered for CGS purposes. The Accredited Provider is NOT the Accredited Clinician, who is the NESGAT qualified (or equivalent) optometrist who will undertake the CGS assessments (although the Accredited Provider and Accredited Clinician may in some situations be the same individual).
 - The Accredited Provider can, if they wish to, delegate the task of populating parts of the form to someone else within the practice. However, only the Accredited Provider can populate the (Declaration) element of the claim. Before submitting the claim via the eOphthalmic web platform the Accredited Provider must ensure that the information entered into the system by the other person is accurate.
 - For guidance on how to complete this form please follow this [link](#):
- Check that the EPR is preloaded with appropriate historical clinical data*.
 - If you are concerned that you do not have adequate historical clinical data, then please email the appropriate point of contact from your health board. These can be found in your NHS board area of [eyes.nhs.scot](#) under the Community Glaucoma Service tab.
- Check the patient's historic clinical notes on the EPR and make a clinical judgement on when you need to see them for their first primary community glaucoma assessment.*
 - Within two weeks of you receiving confirmation from PSD that the patient's registration is complete, you must contact the patient and advise them of when their first appointment will be.
 - You do not need to perform the first primary glaucoma assessment within that two-week period; however, you must determine when the patient next needs to have a primary community glaucoma assessment and inform them accordingly.
- Once the patient is registered with the service, you must provide the patient with a copy of the Post- registration Patient Information Leaflet which can be accessed at: [Patient letters and information leaflets \(eyes.nhs.scot\)](#).
- Once you have confirmation that the patient is registered with the service, you must also write to the patient's GP to advise them that they are registered with you under the Community Glaucoma Service.

- If a patient is used to attending a regular optometrist for GOS then please also copy them into this letter.
- This letter is also part of the patient's clinical record so please upload this to the EPR*.

*Please note, if you are an Accredited Provider but not also the Accredited Clinician then you will need to ask the Accredited Clinician to upload the documents to the EPR and make the clinical decision on review.

If you have any queries then please look at the Community Glaucoma Service guidance documents on eyes.nhs.scot:

If after reviewing those guidance documents, you still have an outstanding query then please contact PSD at: nss.psdophthalmic@nhs.scot.