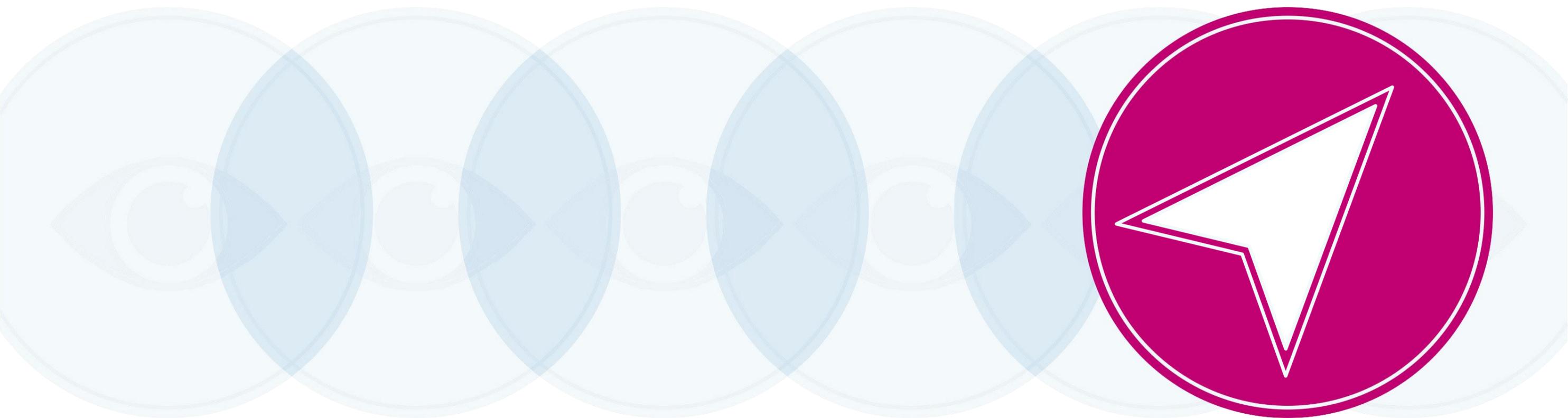


Using PCSE Online for  
Ophthalmic Payment services

# GOS 6 User Guide



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# About this Guide

This guide provides information about using PCSE Online for Ophthalmic Payment services.

The digital service will enable GOS claims to be submitted electronically. They will be validated in real time which will improve the accuracy of payments and give ophthalmic contractors greater visibility of claims and statements.

This user guide is a support tool and covers the following options available on PCSE Online:

- ✓ Navigating the Ophthalmic Payment screens
- ✓ Making GOS 6 claims
- ✓ Searching for claims
- ✓ Viewing statements

## Overview of PCSE Online for Ophthalmic Payments

PCSE Online is a web-based option for securely submitting, tracking and reconciling GOS claims. Users access the service via the PCSE website with a unique log-in ID and password.

The site has been designed to guide users intuitively through the different screens. From the home screen dashboard, users can select and complete the appropriate GOS form, track the status of their claims and view statements.

The information for the online GOS forms is much the same as is required for the paper forms but the electronic system will automatically validate each field as detail is entered. This means any missing information, errors or incomplete mandatory fields will be flagged up before a form can be submitted, significantly reducing the likelihood of claims being rejected and improving the accuracy of payments.

Another benefit of the online submissions being validated in real time is that they can be submitted closer to the payment date because contractors won't have to allow time for posting and processing. The system also allows you to pre-populate up to the first signatory, allowing more efficiency within the practice.

## Sign in and Dashboard

### 1.1 Sign in

Users need to log in to PCSE Online to access the Ophthalmic Payments screens. You can log-in to PCSE Online from the [website homepage](#) which will take you to the following screen:

Enter your sign in details (**Email Address** and **Password**).

Click the **Sign in** button.

On successful sign in, if you are assigned to more than one organisation the following screen will be displayed. Enter the relevant organisation and click on **Update**.

If you are not assigned to more than one organisation you will automatically be directed to the Ophthalmic Payments dashboard.

### 1.2 Dashboard

This screen shows your **dashboard** from where you can perform different tasks.

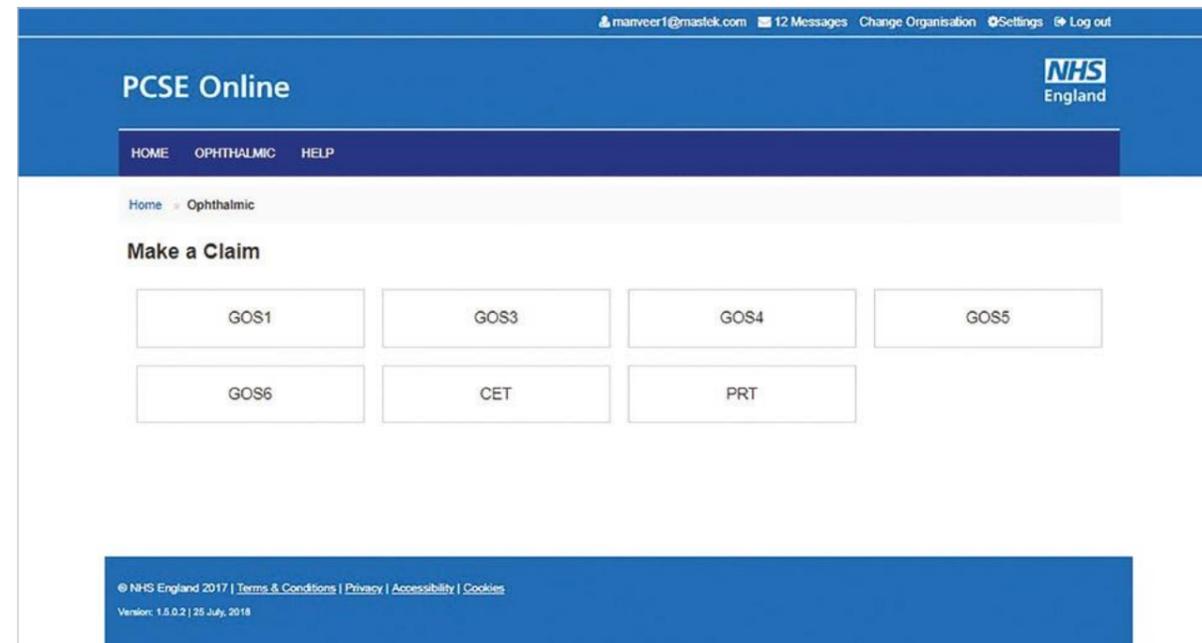
The navigation pane appears in the mid-section of the screen.

Each option in this section will help you perform a particular task.

The options you see here are determined by the access permissions that have been granted to you by your User Administrator.

## 2 Make a Claim

Select **Make a Claim** on the dashboard. You will then see the following screen where you can choose which GOS claim type you would like to make.

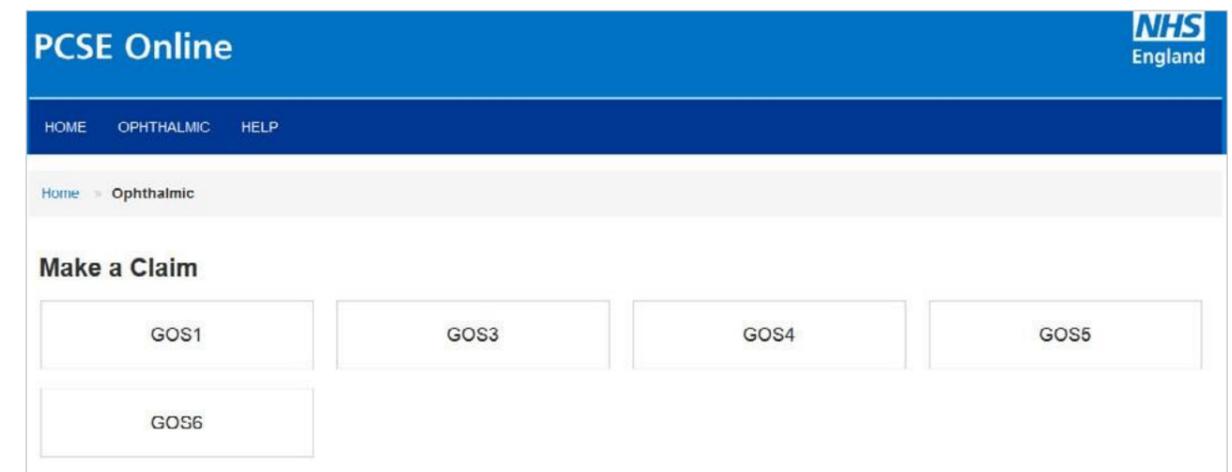


## 2.5 Domiciliary: Pre-Visit Notification

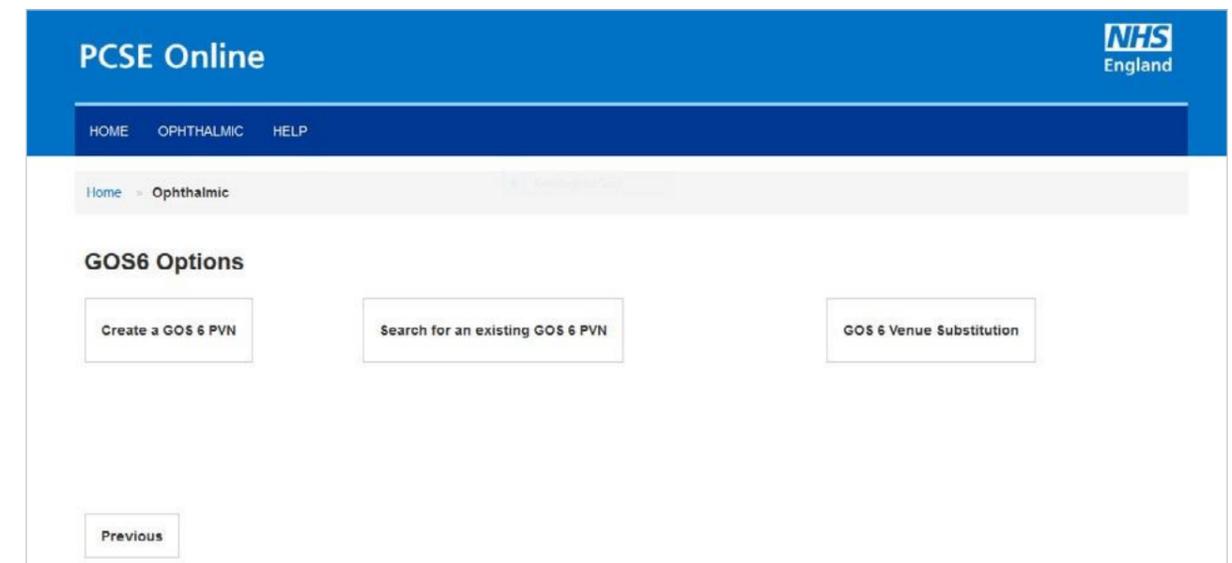
A pre-visit notification (PVN) must be submitted for a domiciliary visit in line with regulations. You can only claim a domiciliary fee in respect of a patient who is eligible for a GOS sight test, if they are unable to leave home unaccompanied for reasons of physical or mental illness or disability. Please see Making Accurate Claims for guidance on Domiciliary visits.

### 2.5.1 Create a PVN

To create a new PVN click on GOS 6 in the Make a Claim screen



Then click Create a GOS 6 PVN



Through this section, you can create a domiciliary pre-visit notification (PVN). An illustration of the screen is shown below:

PVN Details

First Names	Surname	Date of birth	NHS Number	Date of last sight test	Re-test if less than the standard interval	Action
<a href="#">Add Patient</a>						

Patient List

Patient Maintenance

Exception Reasons

The following table depicts the description of the above screen:

### PART 1 - PVN Details

Field Name	Mandatory/Optional	Field Description
Contractor's Name	Prefilled	Contractor's name will populate in the text box based on the organisation you are logged in to
Contractor's Number	Prefilled	The ODS code will populate in the text box based on the organisation you are logged in to
Contractor Contact Name	*Mandatory	Enter the name, text box entry
Notification Date	Prefilled	You cannot change the notification date
Notification Time	Prefilled	You cannot change the notification time
Contractor's Email	Optional	Enter the email, text box entry
NHS England Office	Prefilled	Auto populated based on postcode in Address
Local Optical Committee	Prefilled	Auto populated based on postcode in Address
Date of Visit	*Mandatory	Enter the date of visit, calendar widget
Approx time of visit	*Mandatory	Enter the time of visit, text box entry
Residential Address	*Mandatory	Either enter the postcode to search for an address online or manually enter the address details in the appropriate fields
Type of Premises	*Mandatory	Select the type of premises from dropdown values
Contact Name for the Premises	*Mandatory	Enter the premises contact name, text box entry

When you have entered the details, you will have the option to select either 'Save Address' or 'Amend Address'.

**Save Address:** You can save these entered details. On saving it, a PVN Reference number will be generated automatically for your future reference.

**Amend Address:** Button appears after PVN Creation. You can edit these entered details.

### PART 2 - Patient List

In this section, you can view the list of the patients added in [Part 3 Patient Maintenance \(described below\)](#).

You can view the added patient details in the grid with the option of 'Delete Patient' and 'Amend Patient'.

**Delete Patient:** On clicking this option, the respective patient details will get removed from the list.

**Amend Patient:** On clicking the option, the respective patient details will be displayed with existing entries. You can amend the details and save it. The latest details will again appear in the grid.

### PART 3 - Patient Maintenance

Field Name	Mandatory/Optional	Field Description
First Name	*Mandatory	Enter the name, text box entry
Surname	*Mandatory	Enter the name, text box entry
Date of Birth	*Mandatory	Enter the date of birth, calendar widget
NHS Number	Optional	YEnter the NHS number, text box entry
Date of Last Sight Test	*Mandatory	Enter the date of last sight test or select <b>First Test</b> or <b>Unknown</b>
In the case of a retest at less than the standard interval, please specify the appropriate code	Optional	Select the desired option from dropdown values

When you have entered the details, you will have the option to select either 'Save Patient'.

**Save Patient:** On successful submission of the details, it will appear in the grid of Patient List. From there, you can edit/delete the details as required.

After entering the details of Part 1, 2 and 3 you can click on 'Submit' button to save the details as Part 4 of the form is only relevant when a PVN is being amended.

When you have entered the details, you will have the option to select either 'Close', 'Save for later' or 'Submit'.

**Close:** This button can be selected if the user has completed the form but does not wish to submit the PVN. This PVN will be saved.

**Save for later:** On clicking this button the system will save what you have entered but it will not automatically validate it.

**Submit:** On clicking this button the system will check and validate the information you have provided to make sure that there is nothing missing or incorrect.

**Top Tip** – Remember ‘Save for Later’ does not validate the entered data. Validation checks would be performed on clicking ‘Submit’.

#### PART 4 - Exception Reasons

Field Name	Mandatory/Optional	Field Description
Reason for submitting another PVN	Optional	Enter the reason, text box entry
Reason less than 48 hrs. has been given before date of visit	Optional	Three checkboxes for reasons, select as required
Other reasons less than 48 hrs. has been given before date of visit to make a change to PVN	Optional	Enter the reason if checkbox for other is selected, text box entry

## 2.5.2 GOS 6 PVN - Search

You will have the access to search for an existing GOS 6 PVN from the GOS6 section.

To search for a PVN, you can enter any of the following criteria in the **Pre-Visit Notification (PVN) - Search** screen:

- Search by Date From
- PVN Reference Number
- Date of Visit (From and To)
- PVN Status
- Premises Postcode
- Notification Date (From and To)

The screenshot shows the 'GOS6 - Pre Visit Notification (PVN) - Search' interface. At the top, there's a navigation bar with 'HOME', 'OPHTHALMIC', and 'HELP'. Below that, a breadcrumb trail reads 'Home > Ophthalmic > GOS6 - Application for a mobile NHS funded sight test'. The main content area contains a search form with the following fields:

- CONTRACTOR'S NAME:** Text input field labeled 'Contractor Name'.
- CONTRACTOR'S NUMBER:** Text input field labeled 'Contractor Number'.
- PVN REFERENCE NUMBER:** Text input field labeled 'PVN Reference Number'.
- DATE OF VISIT DATE FROM:** Date input field labeled 'dd/mm/yyyy' with a calendar icon.
- TO:** Date input field labeled 'dd/mm/yyyy' with a calendar icon.
- PREMISES POSTCODE:** Text input field labeled 'Premises Postcode'.
- PVN STATUS:** Dropdown menu with 'Please select'.
- NOTIFICATION DATE FROM:** Date input field labeled 'dd/mm/yyyy' with a calendar icon.
- TO:** Date input field labeled 'dd/mm/yyyy' with a calendar icon.
- RLT AREA:** Dropdown menu with 'Please select'.

A green 'Search' button is located at the bottom right of the form, and a 'Close' button is at the bottom right of the page. The footer contains copyright information: '© NHS England 2017 | Terms & Conditions | Privacy | Accessibility | Cookies' and 'Version: 1.5.0.2 | 25 July, 2018'.

The following table depicts the description of the above screen:

Field Name	Mandatory/Optional	Field Description
Contractor's Name	Prefilled	Contractor's name will populate in the text box based on the organisation you are logged in to
Contractor's Number	Prefilled	The ODS code will populate in the text box based on the organisation you are logged in to
PVN Reference Number	Optional	Enter the PVN Reference number, text box entry
Date of Visit Date From	Optional	Enter the start date of visit, calendar widget
To	Optional	Enter the end date of visit, calendar widget
Premises Postcode	Optional	Enter the postcode, text box entry
PVN Status	Optional	Select the status from dropdown values
Notification Date From	Optional	Enter the start date of notification, calendar widget
To	Optional	Enter the end date of notification, calendar widget

On entering the search criteria, click on **'Search'** button. To discard the entered details click on **'Close'** button.

The following table depicts the description of the above screen:

On entering the search criteria, click on **'Search'** button. To discard the entered details click on **'Close'** button.

The screenshot shows the 'GOS6 - Pre Visit Notification (PVN) - Search' interface. The search criteria are as follows:

- Contractor's Name: Specsaver's
- Contractor's Number: TQ01T
- PVN Reference Number: (empty)
- Date of Visit Date From: dd/mm/yyyy
- To: dd/mm/yyyy
- Premises Postcode: (empty)
- PVN Status: Please select
- Notification Date From: 18/07/2019
- To: 28/08/2019
- RLT Area: Please select

The search results table is as follows:

PVN Reference Number	Date of Visit	Premises	Status	Notification Date	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN	Open
P-UN10686	10/04/2020	(D) - Day Centre	Accepted	21/08/2019	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN	Open
P-PK28526	16/11/2019	(N) - Nursing Home	Accepted	15/08/2019	Amend Patient Details	Add Patients (Max. 3)		Open
P-RX47244	17/10/2019	(N) - Nursing Home	Draft	23/07/2019	Amend Patient Details	Add Patients (Max. 3)		Open
P-NK22984	03/09/2019	(N) - Nursing Home	Draft	06/08/2019	Amend Patient Details	Add Patients (Max. 3)		Open

From the list of PVNs presented in the search results, you will be able to click the following options:

- PVN Reference Number
- Amend Patient Details
- Add Patients (Max. 3)
- Cancel GOS6 PVN
- Open

Clicking the **PVN Reference Number** or **Open** to view the patient list for a particular PVN

The screenshot shows the 'GOS6 - Pre Visit Notification (PVN) - View PVN and Choose Patient' page. It features a search form with fields for PVN Reference Number (P-PG19710), Status (Accepted), Patient's First Names, Patient's Surname, and Patient's Date of Birth. A 'Search' button is present. Below the form is a table with columns: Date of Visit, Premises, Notification Date, Patient's First Names, Patient's Surname, and Date of Birth. One entry is visible with 'Amend GOS6 PVN' and 'Create GOS6' buttons. A pagination control shows 'Showing 1 to 1 of 1 entries' with a '1' button. A 'Close' button is at the bottom right.

### 2.5.3 Amend GOS 6 PVN

Patients can be added to, deleted from or substituted in a PVN in advance of a domiciliary visit in line with regulations.

Click 'Amend Patient Details'.

The screenshot shows the 'GOS6 - Pre Visit Notification (PVN) - Search' page. It features a search form with fields for Contractor's Name (Gray Optician), Contractor's Number (TP37L), PVN Reference Number (P-YN39446), Date of Visit Date From, TO, Premises Postcode, PVN Status (Please select), Notification Date From, TO, and RLT Area (Please select). A 'Search' button is present. Below the form is a table with columns: PVN Reference Number, Date of Visit, Premises, Status, and Notification Date. One entry is visible with 'Amend Patient Details', 'Cancel GOS6 PVN', and 'Open' buttons.

The click 'Amend Patient', 'Delete Patient' or 'Add Patient'

PATIENT LIST						
First Names	Surname	Date of birth	NHS Number	Date of last sight test	Re-test if less than the standard interval	Action
Kiki	Philip	13/08/1989		Unknown		Delete Patient Amend Patient
Nick	Johnson	28/08/1956		First Test		Delete Patient Amend Patient
Tracy	Chapman	20/08/1956		Unknown		Delete Patient Amend Patient
						Add Patient

Enter the Patient details and click 'Save Patient'.

PATIENT MAINTENANCE

FIRST NAME: Kiki  
 SURNAME: Philip  
 DATE OF BIRTH: 13/08/1989

NHS NUMBER: NHS Number  
 DATE OF LAST SIGHT TEST: dd/mm/yyyy  
 First test  Unknown

IN THE CASE OF A RE-TEST AT LESS THAN THE STANDARD INTERVAL, PLEASE SPECIFY THE APPROPRIATE CODE  
 Please Select

Save Patient

### 2.5.4 Same Day Additions and/or Substitutions

Regulations stipulate up to three changes (additions or substitutions) may be made at the time of the notified visit, but only if it would not have been possible to give 48 hours' notice, for example; in respect of a new resident or a person who has only just developed an eye or vision problem.

Search for the PVN and click 'Add Patients (Max 3)' to be taken to the GOS 6 Patient Details screen and complete the GOS 6 claim.

PCSE Online

HOME OPTHALMIC HELP

Home > Ophthalmic > GOS6 - Pre Visit Notification (PVN) - Search

### GOS6 - Pre Visit Notification (PVN) - Search

CONTRACTOR'S NAME: Auckland Island Opticians  
 CONTRACTOR'S NUMBER: TP5MM  
 PVN REFERENCE NUMBER: PVN Reference Number

DATE OF VISIT DATE FROM: 01/10/2019  
 TO: 31/10/2019  
 PREMISES POSTCODE: Premises Postcode

PVN STATUS: Accepted  
 NOTIFICATION DATE FROM: dd/mm/yyyy  
 TO: dd/mm/yyyy

RLT AREA: Please select Search

PVN Reference Number	Date of Visit	Premises	Status	Notification Date			
P-UJ24883	16/10/2019	(H) - Home	Accepted	09/10/2019	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN
P-NS16386	12/10/2019	(H) - Home	Accepted	09/10/2019	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN
P-AA50387	10/10/2019	(H) - Home	Accepted	03/10/2019	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN
P-AA50385	09/10/2019	(R) - Residential Home	Accepted	03/10/2019	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN
P-XS26591	04/10/2019	(S) - Sheltered Housing	Accepted	03/10/2019	Amend Patient Details	Add Patients (Max. 3)	Cancel GOS6 PVN

## 2.5.5 Amend Patient details on the day of the visit

As PVNs are created from information provided by patients or patient representatives when they book an appointment, it is not uncommon to find out at the time of the sight test that the details provided on the PVN relating to the patient are incorrect. If that is the case, the user can amend patient details.

Once you click Amend, the patient details will prepopulate in the table below and you can change any of the fields. Press the 'Save Patient button' to save the changes.

**PATIENT MAINTENANCE**

<b>FIRST NAME</b> <input type="text" value="Kiki"/>	<b>SURNAME</b> <input type="text" value="Philip"/>	<b>DATE OF BIRTH</b> <input type="text" value="13/08/1989"/>
<b>NHS NUMBER</b> <input type="text" value="NHS Number"/>	<b>DATE OF LAST SIGHT TEST</b> <input type="text" value="dd/mm/yyyy"/>	<input type="checkbox"/> First test <input type="checkbox"/> Unknown

IN THE CASE OF A RE-TEST AT LESS THAN THE STANDARD INTERVAL, PLEASE SPECIFY THE APPROPRIATE CODE

[Save Patient](#)

## 2.5.6 Same Day Venue Substitution

If, on the day of the visit, you are unable to visit a residence previously notified for reasons beyond your control, for example an outbreak of illness affecting the care home, another venue may be substituted provided a) NHS England has already been notified of a planned visit to the alternative venue and this visit has not yet taken place; and b) you inform NHS England and they agree to the substitution.

Click 'GOS 6 Venue Substitution'.

**PCSE Online**

HOME OPTHALMIC HELP

Home > Ophthalmic

### GOS6 Options

Create a GOS 6 PVN

Search for an existing GOS 6 PVN

GOS 6 Venue Substitution

[Previous](#)

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akash2@mastek.com Messages Change Organisation Settings Log out

**PCSE Online**

HOME OPTHALMIC HELP

Home > Ophthalmic > GOS6 - Application for a mobile NHS funded sight test

### GOS 6-Pre Visit Notification(PVN)-Venue Substitution

PVN TO BE SUBSTITUTED	CURRENT VISIT DATE	CURRENT VISIT TIME	NEW VISIT DATE	NEW VISIT TIME
<input type="text" value="PVN To Be Substituted"/> <input type="button" value="Q"/>	<input type="text" value="Current Visit Date"/>	<input type="text" value="Current Visit Time"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="New Visit Time"/>
PVN TO BE USED	CURRENT VISIT DATE	CURRENT VISIT TIME	NEW VISIT DATE	NEW VISIT TIME
<input type="text" value="PVN To Be Used"/> <input type="button" value="Q"/>	<input type="text" value="Current Visit Date"/>	<input type="text" value="Current Visit Time"/>	<input type="text" value="New Visit Date"/>	<input type="text" value="New Visit Time"/>

**APPROVAL DETAILS**

[Submit](#)
[Close](#)

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The following table depicts the description of the above screen:

Field Name	Mandatory/Optional	Field Description
PVN to be substituted	*Mandatory	Enter the PVN number, text box entry OR Search for the PVN using search button
Current Visit Date	*Mandatory	Prefilled with current visit date
Current Visit Time	*Mandatory	Prefilled with current visit time
New Visit Date	*Mandatory	Enter the New date of visit, calendar widget
New Visit Time	*Mandatory	Enter the New time of visit, text box
PVN to be used	*Mandatory	Enter the PVN number, text box entry OR Search for the PVN using search button
Approval Details	*Mandatory	Enter the approval details, text box entry

On clicking 'Submit' the PVN details are validated and Substitution is completed.

## 2.6 Create GOS 6 Claim

To create a GOS 6 claim you must first open the PVN

The screenshot shows the PCSE Online interface for creating a GOS 6 claim. The page title is "GOS6 - Pre Visit Notification (PVN) - View PVN and Choose Patient". The interface includes a search form with the following fields:

- PVN REFERENCE NUMBER:** P-PG19710
- STATUS:** Accepted
- PATIENT'S FIRST NAMES:** Patient First Name
- PATIENT'S SURNAME:** Patient Surname
- PATIENT'S DATE OF BIRTH:** dd/mm/yyyy

A green "Search" button is located to the right of the date of birth field. Below the search form is a table with the following columns: Date of Visit, Premises, Notification Date, Patient's First Names, Patient's Surname, Date of Birth, Amend GOS6 PVN, and Create GOS6. The table contains one entry:

Date of Visit	Premises	Notification Date	Patient's First Names	Patient's Surname	Date of Birth	Amend GOS6 PVN	Create GOS6
08/09/2018	(H) - Home	07/08/2018	sfsdfd	dfdfdf	11/10/2000	Amend GOS6 PVN	Create GOS6

Below the table, it says "Showing 1 to 1 of 1 entries" and provides navigation controls (back, forward, and page number 1). A "Close" button is located in the bottom right corner of the main content area. The footer contains copyright information: "© NHS England 2017 | Terms & Conditions | Privacy | Accessibility | Cookies" and "Version: 1.5.0.2 | 25 July, 2018".

On clicking 'Create GOS6', the following screen will be displayed:

## 2.6.2 Patient Details

The following table depicts the description of the above screen:

Field Name	Mandatory/Optional	Field Description
I have tested the sight of the person named on this form on	*Mandatory	Values are prefilled, calendar widget
PVN Reference Number	*Mandatory	Values are prefilled
Contractor's Name	*Mandatory	Values are prefilled
Performer's Name	*Mandatory	Values are prefilled
Performer's Number	*Mandatory	Values are prefilled
Title	Optional	Select the salutation, dropdown selection
First Name	*Mandatory	Values are prefilled
Surname	*Mandatory	Values are prefilled
Previous Surname	Optional	Enter the previous surname, text box entry
Address	*Mandatory	Values are prefilled
Date of Birth	*Mandatory	Values are prefilled
NHS No.	Optional	Enter the NHS number, text box entry
N.I. No.	Optional	Enter the N.I number, text box entry
Date of Last Sight Test	*Mandatory	Enter the date of last sight test, calendar widget or tick checkbox for First Test and Unknown, select as required
The patient cannot attend a practice unaccompanied for a sight test because	*Mandatory	Enter the reason, text box entry

When you have entered the details, you will have the option to select either 'Save for later' or 'Save and Next'.

**Save for later:** On clicking this button the system will save what you have entered but it will not automatically validate it.

**Save and Next:** On clicking this button the system will check and validate the information you have provided to make sure that there is nothing missing or incorrect. It automatically flags up any fields that need to be updated or amended.

On successful submission, you will be able to fill in the details of the next part/section i.e. **Patient's Eligibility.**

*It is important to note that 'Save for Later' does not validate the entered data. Validation checks would be performed on clicking 'Save & Next'.*

### 2.6.3 Patient Eligibility

The following table depicts the description of the above screen:

Field Name	Mandatory/Optional	Field Description
Patient's Eligibility	*Mandatory	Enter the NHS Eligibility Reason, checkbox selection
Details of Establishment (Name)	*Conditional	This is mandatory for the following eligibility categories: <ul style="list-style-type: none"> <li>■ I'm a full time student</li> <li>■ I'm a prisoner on leave</li> <li>■ I'm considered to be at risk of glaucoma</li> <li>■ I am registered blind/partially sighted</li> <li>■ I suffer from diabetes/glaucoma</li> </ul> Enter Supplementary Name, text box entry
Details of Establishment (Town)	*Conditional	This is mandatory for the following eligibility categories: <ul style="list-style-type: none"> <li>■ I'm a full time student</li> <li>■ I'm a prisoner on leave</li> <li>■ I'm considered to be at risk of glaucoma</li> <li>■ I am registered blind/partially sighted</li> <li>■ I suffer from diabetes/glaucoma</li> </ul> Enter Supplementary town, text box entry
Evidence of Eligibility	*Mandatory	Select Yes or No
Person Getting the benefit	*Mandatory	Select the desired option, Checkbox selection; values are Patient and The Patient's Partner. If Patient's Partner is selected, enter the following: <ul style="list-style-type: none"> <li>■ Name</li> <li>■ National Insurance Number</li> <li>■ Date of Birth</li> </ul>
Mode of Receiving the Benefit	*Mandatory	Select the desired option, Checkbox selection
The patient is named on valid on a HC2 certificate	*Mandatory	Mandatory if Patient's Eligibility is HC2. Select the option, Checkbox selection. If selected, enter HC2 number.

When you have entered the details, you will have the option to select either 'Previous', 'Save for later' or 'Save and Next'.

**Previous:** On clicking this button the system takes you back to the previous page to make any amends, corrections or view again.

**Save for later:** On clicking this button the system will save what you have entered but it will not automatically validate it.

**Save and Next:** On clicking this button the system will check and validate the information you have provided to make sure that there is nothing missing or incorrect. It automatically flags up any fields that need to be updated or amended.

On successful submission, you will be able to fill in the details of the next part/section i.e. **Patient's Declarations.**

*It is important to note that 'Save for Later' does not validate the entered data. Validation checks would be performed on clicking 'Save & Next'.*

## 2.6.4 Patient Declaration

The screenshot shows the 'GOS 6 - Application for a mobile NHS funded sight test' form. The progress bar indicates that the 'Patient's Declaration' step (03) is currently active, with 'Patient's Details' (01) and 'Patient's Eligibility' (02) completed, and 'Performer's Declaration' (04) and 'Contractor Signatory's Declaration' (05) yet to be completed.

**Patient's Declaration**

I declare that the information I have given on this form is correct and complete. I understand that if it is not, appropriate action may be taken against me including repayment of the NHS sight test fee and payment of a penalty charge. To enable the NHS to check my entitlement, and on the basis of NHS England performing tasks in the public interest, my personal data may be disclosed to NHS Business Services Authority, Department for Work and Pensions, HM Revenue & Customs, NHS Digital, NHS Counter Fraud Authority, education providers, HM Prison Service, local authorities, and bodies performing functions on their behalf. I may also be contacted about this form or the test. My claim will be processed by PCSE (Capita) and the relevant controller is NHS England. I can find out more about my rights at: <https://www.england.nhs.uk/contact-us/privacy-notice/> or by contacting 0300 311 22 33. Where I have provided personal data on behalf of another person, they agree to me doing so, and I will draw this notice to their attention.

**THE SIGNATORY IS THE**

Patient  Patient's Parent  Patient's carer or guardian

**NAME**

Name

**PLEASE CHOOSE ONE SELECTION FROM THE LIST TO INDICATE THE PATIENT'S ETHNIC GROUP**

**ADDRESS**

Search for your residential address by entering your postcode

Postcode

**Address:**

Regenerate

Please tap or scan the QR code to sign the declaration



Claim Number: ADA01890

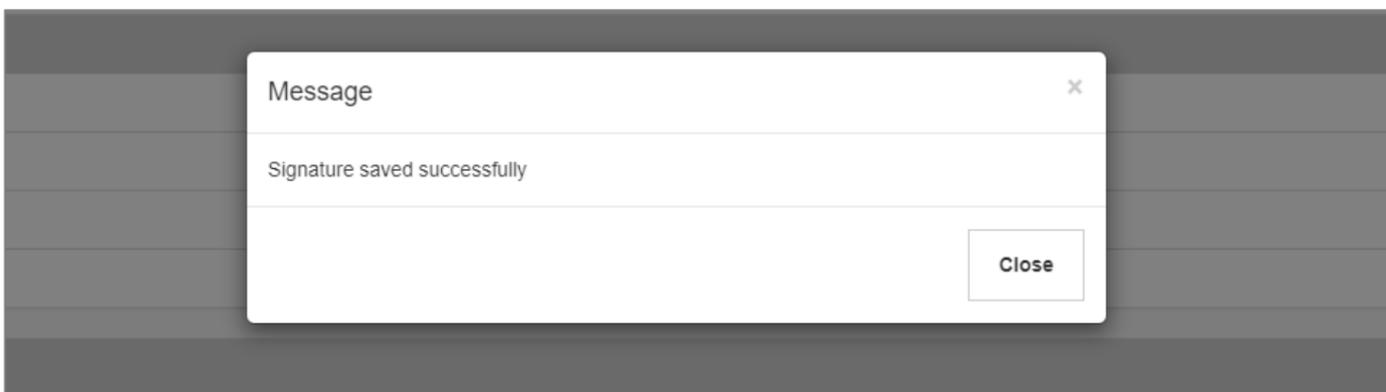
Click on QRCode in the screen above and sign in signature box on the next screen before clicking the Accept button.

Depending on the electronic signature option you are using, click or scan the QRCode on the screen.

When prompted, sign the signature box on the Patient Declaration and select **Accept**.

**Please note!** A 'Loader' will appear to show you that the system is saving a signature and is now displayed on screen once a user has signed a GOS form on PCSE Online and has clicked "Accept".

Once the signature has been saved, a popup is displayed saying 'Signature saved successfully'



This is the third section of the claim form. The following table depicts the description of the above screen:

Field Name	Mandatory/Optional	Field Description
The Signatory is the Patient, Patient's Parent or Patient's Parent or Guardian	*Mandatory	Select the desired option, checkbox selection
Name	*Mandatory	Enter the name, text box entry. If 'Patient' is selected, their name will auto populate.
Select Patient's Ethnic Group	Optional	Select the desired option, dropdown selection
Evidence of Eligibility	*Mandatory	Select Yes or No
Address	*Mandatory	Enter the name, text box entry. If 'Patient' is selected, their address will auto populate

Please either select/scan the code as shown in the screen or sign directly into the signature box (for touch enabled devices)

When you have entered the details, you will have the option to select either 'Previous', 'Save Awaiting Performer', 'Save for later' or 'Save and Next'.

**Previous:** On clicking this button the system takes you back to the previous page to make any amends, corrections or view again.

**Save Awaiting Performer:** On clicking this button the system will check and validate the information you have provided to make sure there is nothing missing or incorrect. It automatically flags up any fields that need to be updated or amended.

**Save for later:** On clicking this button the system will save what you have entered but it will not automatically validate it.

**Save and Next:** On clicking this button the system will check and validate the information you have provided to make sure that there is nothing missing or incorrect. It automatically flags up any fields that need to be updated or amended.

On successful submission, you will be able to fill in the details of the next part/section i.e. **Performer's Declarations**.

*It is important to note that 'Save for Later' does not validate the entered data. Validation checks would be performed on clicking 'Save & Next'.*

## 2.6.5 Performers Declaration

The following table depicts the description of the above screen:

Field Name	Mandatory/Optional	Field Description
In the case of a re-test at less than the standard interval, please specify the appropriate code	*Mandatory	Select the desired option, dropdown selection
I have made a domiciliary visit to	*Mandatory	Select the desired option, checkbox selection
First Voucher Type	Optional	Select the desired option, checkbox selection
Second Voucher Type	Optional	Select the desired option, dropdown & checkbox selection
Auto Filled fields: Performer's Name, Performer's List Number & Test Date		
I claim	*Mandatory	Select the desired option, checkbox selection
Address where sight test took place	*Mandatory	Enter the address, text box entry
Please either select/scan the code as shown in the screen or sign directly into the signature box (for touch enabled devices)		

When you have entered the details, you will have the option to select either 'Previous', 'Save Awaiting Contractor Signatory', 'Save for later' or 'Save and Next'.

**Previous:** On clicking this button the system takes you back to the previous page to make any amends, corrections or view again.

**Save awaiting Contractor Signatory:** On clicking this button the system will check and validate the information you have provided to make sure that there is nothing missing or incorrect. It automatically flags up any fields that need to be updated or amended. It will then be ready for the Contractor to access and sign via the option to 'Search for Claim' on the dashboard screen.

**Save for later:** On clicking this button the system will save what you have entered but it will not automatically validate it.

**Save and Next:** On clicking this button the system will check and validate the information you have provided to make sure that there is nothing missing or incorrect. It automatically flags up any fields that need to be updated or amended.

On successful submission, you will be able to fill in the details of the next part/section i.e. **Contractor Signatory's Declarations.**

## 2.6.6 Contractor Signatory's Declaration

This is the last section of the form. An illustration of the screen is shown below:

This is the last and final section of GOS 6 claim to be filled up by the designated personnel of Contractor Signatory. When you have entered the details, you will have the option to select either 'Cancel Claim', 'Revert to Draft', 'Close' or 'Submit'.

**Cancel Claim:** This button can be selected when the claim is no more required.

**Revert to draft:** This button can be selected if the claim is not ready to be submitted and form needs to be revisited and amended later

**Close:** This button can be selected if the user has completed the form but does not wish to submit the claim. This claim will be saved.

**Submit:** This button can be selected when the declaration is accepted.

Once the claim get submitted successfully, it will be forwarded to the [GMP](#) who will be responsible to process it further