

In order to prepare for using electronic eGOS submissions from i-Clarity to the PCSE we advise the following checklist is completed:

- Register your User Administrator for each branch with PCSE online – Essential
(More details on page 2)
- Set up your other team members with user access to PCSE online – Essential
(More details on page 2)
- Check you user set up in i-Clarity – Essential
(More details on page 3)
- Check the GP and College details in i-Clarity – Recommended
(More details on page 4)
- Getting Ready to submit – Essential
(More details on page 5)
- Practice makes perfect- Recommended
(More details on page 5)

Register your User Administrator for each branch with PCSE online

The practice will have received a letter from the PCSE/Capita with a unique access code and guidance on how to complete this step. Access code on this letter has an expiry date, if the unique access code on your letter is no longer valid then go to the PCSE website to complete an application for online registration or contact the Customer Support Centre on 0333 014 2884

Set up your other team members with user access to PCSE online

To find details on how to set up other team members with user access to the PCSE website, please read the following instructions on the PCSE website or contact the customer support centre.

<https://pcse.england.nhs.uk/media/1647/19419-ophthalmic-user-management-guide.pdf>

If you are a user administrator and would also like to view the claim submission status and payments, then please create yourself a standard user login as well as your admin login.

Please ensure that all members of staff who need to sign the claim e.g. performers and authorised contractor signatures are set up as a user on the PCSE website.

Check your user set up in i-Clarity

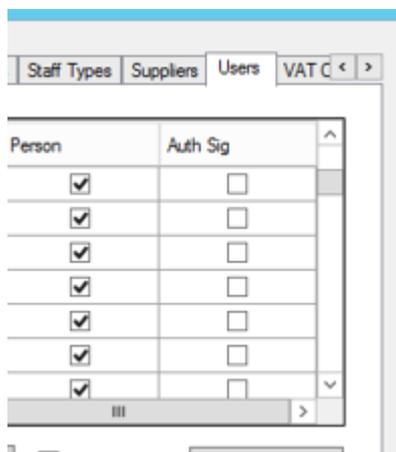
In the maintenance area of i-Clarity, navigate to the users tab.

Ensure that all the users who will be signing eGOS forms have the forename and surname field completed.



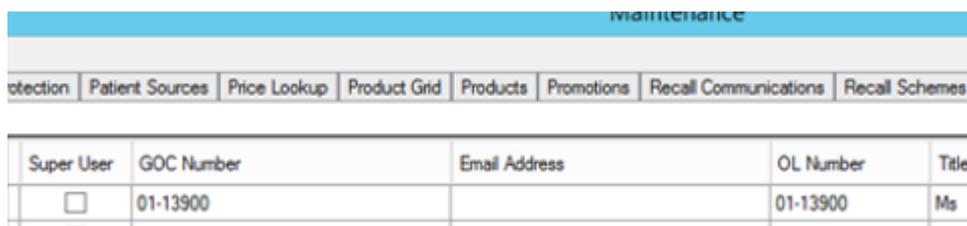
Super User	GOC Number	Email Address	OL Number	Title	Forename	Surname
<input type="checkbox"/>	01-13900		01-13900	Ms	Charlie	Gibson
<input type="checkbox"/>	11460744		01-13900	Ms	Patricia	M...

Ensure all users signing the form have the authorised signature box ticked.



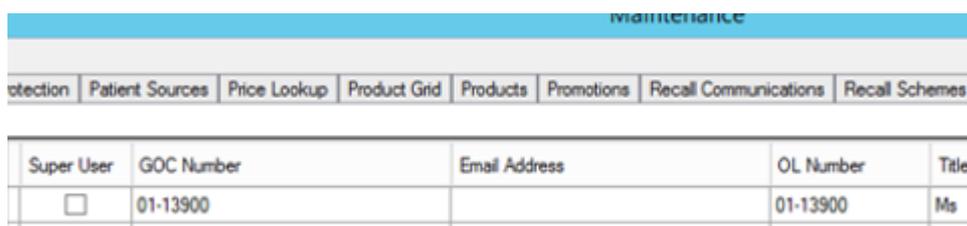
Person	Auth Sig
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ensure all performers have the GOC number field completed



Super User	GOC Number	Email Address	OL Number	Title
<input type="checkbox"/>	01-13900		01-13900	Ms

Ensure all performers have the OL number field completed
(the OL number for eGOS is now the same as the GOC number)

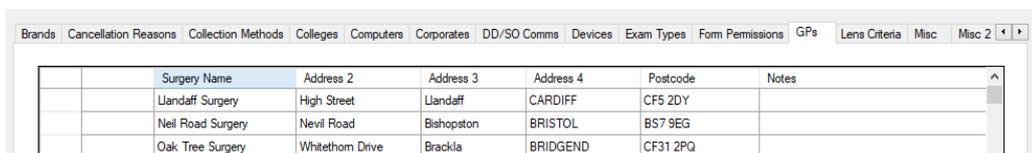


Super User	GOC Number	Email Address	OL Number	Title
<input type="checkbox"/>	01-13900		01-13900	Ms

Check the GP and College details in i-Clarity

Depending on the patient's NHS entitlement reason, the GP or college details will be copied from the patient record to the electronic claim. The fields Capita ask us to submit are establishment name, e.g. Surgery name or College name and establishment town. To transfer the correct data from the patient record to the claim, you can take the following action now and improve your eGOS efficiency later.

Check all the GP's in the GP tab in maintenance have a surgery name, and that the last address field (*other than postcode*) that contains data is populated with the surgery town.



Surgery Name	Address 2	Address 3	Address 4	Postcode	Notes
Llandaff Surgery	High Street	Llandaff	CARDIFF	CF5 2DY	
Neil Road Surgery	Nevil Road	Bishopston	BRISTOL	BS7 9EG	
Oak Tree Surgery	Whitethorn Drive	Brackla	BRIDGEND	CF31 2PQ	

Check all the Colleges in maintenance have a college name, and that the last address field (*other than postcode*) that contains data is populated with the college town.



Name	Cor	Phone	Email	Address 1	Address 2	Address 3	Address 4	Postcode	No
Bishop Of Llandaff High ...		029 20...		Rookwood Close	CARDIFF			CF5 2NR	
Cantonian High School				Fainwater Road	CARDIFF			CF5 3JR	
Cardiff Sixth Form College		029 20...		Newport Road	CARDIFF				
Coleg Morganwg				Ynys Terrace	PONTYPRIDD			CF37 5RN	
Giantaf				Ysgol Gyfun Glan...	Bridge Road	Llandaff North		CF14 2JL	

Getting ready to submit forms

You will receive an email from i-Clarity with your unique code and instructions on how to enter this into your system.

Lastly security certificates will need to be installed on all the machines you wish to submit electronic claims from. Instructions on installation of these certificates will be provided with your unique code or alternatively they can be installed by i-Clarity support.

Practice makes perfect

Make sure you have downloaded and read a copy of the current notes on processing eGOS1 and eGOS3 claims in i-Clarity.

There are also a selection of training videos on our website.

The training branch of your i-Clarity system can be used to practice the process of submitting forms. Contact i-Clarity support if you would like to activate your training branch.