

Assigning an NHS voucher to a dispense.

The dispensing module in i-Clarity allows you to assign an NHS voucher to a dispense. This will then reduce the amount shown that the patient must pay. Once the dispense is confirmed then the dispense will be entered onto the patient account with a voucher already assigned to the sale.

On the dispense module select the voucher the patient is entitled to from the voucher drop down.

The voucher can be assigned at any point during the dispensing process.

122.50	£0.00	£122.50
122.50	£0.00	£0.00
122.50	£0.00	£365.00
<input type="button" value="Reset"/>		

Total Value:

Voucher:

Total To Pay:

Required Date:

Px Total for this Estimate:
£297.50

Voucher:

Px Total to Pay:
£0.00

On the finishes and totals page there will be a summary of the total dispense value, the voucher value applied, and the remaining balance the patient must pay.

After clicking 'Confirm Estimate' and then closing the dispense module the patient account will open.

Details of Selected Transaction - Sales Items					
Product	Description	Qty	Ref	Price	D
495-216	Vx Comfort NE Short 1.5 Cz easy UV	1	7692	£122.50	
495-216	Vx Comfort NE Short 1.5 Cz easy UV	1	7692	£122.50	
934722	PC 5156	1	7692	£120.00	
Glazing	Misc Glazing Charge	1	7692	£0.00	

Details of Selected Transaction - Payments		
Payment Type	Date Paid	Amount
Voucher		£67.50

The details of the sale will be entered onto the patient account and a payment type of 'voucher' will have been automatically assigned with the voucher value as the amount.

The 'Enter Payment' button can now be used to pay the remaining balance.

Payments	Total Sales Value:	<input type="text" value="£365.00"/>
Transfer payment to, then to transfer payment from	Total Paid:	<input type="text" value="£67.50"/>
Outstanding Balance of This Sale:		<input type="text" value="£297.50"/>

Discounting products so they are covered by an NHS voucher.


If you would like to provide patients with an NHS GOS3 voucher with the option of a pair of spectacles or lenses that are completely covered by the NHS voucher then you can set your system up in the following way:

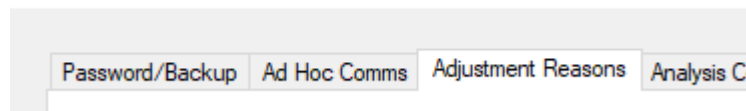
Supplying frames under the voucher value.

We recommend that all frames should be entered onto your i-Clarity stock system with the retail price you would charge a private patient for the product.

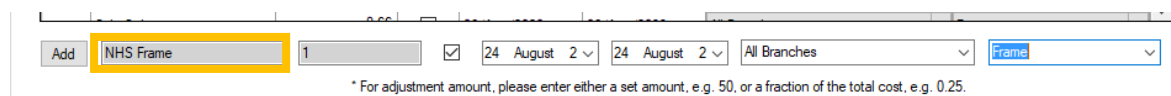
To then supply this frame to an NHS patient so that it is covered by an NHS voucher add the following discount reason to your system.

Navigate to the 'adjustment reasons' tab in the maintenance of your i-Clarity.

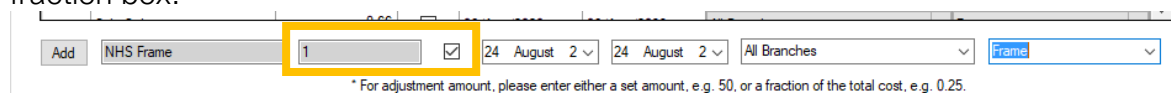
 Maintenance



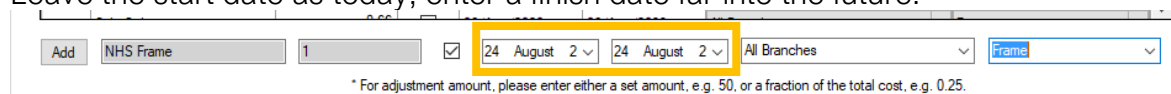
Type in a name for the adjustment e.g. NHS Frame into the reason field.



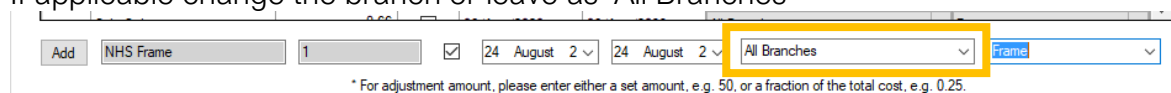
To discount the frame in full, enter the number 1 into the amount field and tick the fraction box.



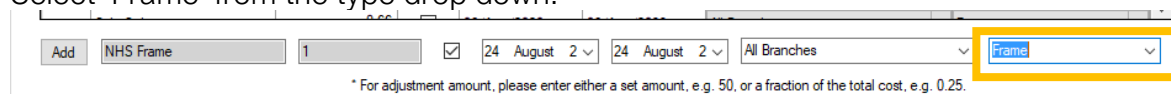
Leave the start date as today, enter a finish date far into the future.



If applicable change the branch or leave as 'All Branches'



Select 'Frame' from the type drop down.



Click the add button to add this discount to the system.

Discount a frame in the dispensing module so that it is covered by the NHS voucher:

1. Select the frame that can be discounted from the 'Choose Frame' button.

The screenshot shows a software interface with a dropdown menu at the top containing '[NONE]'. Below it are two buttons: 'Choose Frame' and 'Reglaze'. Underneath these is a button labeled 'Scan Or Key In Frame Barcode' followed by an empty input field. At the bottom, there is a label 'Description:' followed by another empty input field.

2. On the 'Finishes and Totals' tab select the 'NHS frame' discount from the Adjustment Reason discount drop-down list for the Frame.

The screenshot shows a table with columns: 'Adjustment Reason', 'Price', 'Adjustment', and 'Total Sale'. The first row shows 'Frame' with '[NONE]' selected in the dropdown, a price of £135.00, an adjustment of £0.00, and a total sale of £135.00. A yellow arrow points from this row to a second row below it. The second row shows 'Frame' with 'NHS Frame' selected in the dropdown, a price of £135.00, an adjustment of £135.00, and a total sale of £0.00.

Supplying Lenses under the voucher value

If you would like to offer patients some lenses that will be completely covered by an NHS voucher we recommend your system is set up in the following way.

1. Add the criteria 'NHS lenses' to you Lens criteria table.

Navigate to the lens criteria tab in the maintenance of your system.

The screenshot shows a navigation bar with several tabs: 'Form Permissions', 'GPs', 'Lens Criteria', 'Misc', 'Misc 2', and 'Misc 3'. The 'Lens Criteria' tab is currently selected and highlighted.

In the 'Criteria' field type 'NHS Lenses' or 'Voucher Lenses'

The screenshot shows a form with an 'Add' button and a text input field containing 'NHS Lenses'. To the right of the input field are three small square checkboxes.

Click 'Add' to enter this new criterion to the grid.

2. Link the 'NHS Lenses/Voucher Lenses' criteria to the lenses you are happy to offer at a price under the applicable NHS voucher.

Navigate to your products tab in the maintenance of your system.

Type in the lens name in the description box and click search.

Description:

Search by:
 Product ID:
 Description:

If needed, flick through the search results using the arrows so the lens you want edit is displayed.

Once the lens details are displayed, click on the 'Edit Lens' button.

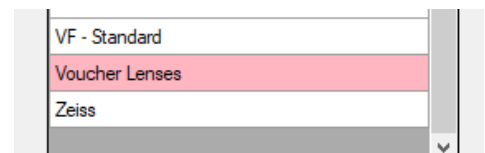
Product Code: CR39 SV Size:
 Last Updated on: 24-Aug-2020 11:42 Colour:
 Description: Single Vision CR39 Stock Range:
 Product Group: Lens
 Analysis Type: SV
 VAT Category: Partially VATable Consignment: Received:
 Cost Price: £9.00 Supplier UPC: Search by:
 Standard Price: £55.00 Supplier: Birchgrove Optical
 Fee Type: [None]
 Disp. VAT Category: [N/A]

Lens Maintenance

Product ID: CR39 SV
 Lens-Specific Description: CR39SV HC - an excellent choice for budget specs
 Type: Single Vision
 Category: REC Range
 Waiting Days: 5
 Supplier Logo:
 Thickness:
 Design:
 Criteria:
 Polarisad Grey
 Radyr Selection
 Rodenstock
 S Design
 Special Offer
 Sport
 Stock
 Surfaced
 Tint
 VF - Comidor Short
 VF - Comidor Std
 VF - Premium
 VF - Standard
 Voucher Lenses
 Zeiss

In the Lens Maintenance window, double click on the new lens criteria to turn it pink

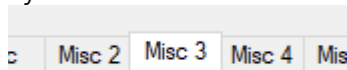
Double Click



Click Ok on the Lens Maintenance window and then save under the product details.

Repeat this for all the lenses you are offering under the voucher value.

- To enable auto discounting of these lenses, navigate to the 'Misc 3' tab of your system maintenance.



In the voucher limits section set up the price adjustments.

Voucher Limits

Branch	Lens Type	Voucher	Limit

Add All Branches Single Vision A

Select the lens type of the first lens you are offering at a discounted price.

Add All Branches Single Vision A

Select the voucher type this lens can be used with.

Add All Branches Single Vision A

Enter the retail price of a pair of the lens you are discounting to this voucher value e.g. the lens is £55 so a pair would be £110.

Add All Branches Single Vision A 110

Click Add to add this discount line to the grid.

Voucher Limits

Branch	Lens Type	Voucher	Limit
▶ All Branches	Single Vision	A	£110.00

Continue to do this for the other lenses you are offering under the relevant voucher values.

Voucher Limits

	Branch	Lens Type	Voucher	Limit
▶	All Branches	Single Vision	A	£110.00
	All Branches	Single Vision	B	£110.00
	All Branches	Single Vision	E	£110.00
	All Branches	Single Vision	F	£110.00
	All Branches	Single Vision	C	£150.00

To discount lenses in the dispense module.

1. In the dispense module, select the NHS voucher the patient is entitled to.

Voucher:

Voucher:

2. On the lenses tab, select the specs type you are dispensing and in the bottom criteria box, double click to highlight the criteria 'voucher lenses'.

3. Double click on the lens you want to dispense from the available list to select them.

Category	Description	Price	Logo
▶ REC Range	CR39SV HC - an excellent choice for budget specs	£110.00	

Reduce the list of lenses by applying these filters

- Photochromic
- Clear
- MAR
- Kids
- Sun Package
- Voucher Lenses**
- 1.50+ (Not rimless)
- 1.53 (Trivex)

Lock Show All Lenses Show Selected Lenses Use Custom Description

Right Lens

Left Lens

4. Click on the button 'Adjust Lens Prices'.

Clicking on the 'Adjust Lens Prices' will discount the lenses down, so they are covered by the voucher value (or by as much as specified in the maintenance).

Px Total for this Estimate:	£50.70	Voucher:	B - £59.30	
Px Total to Pay:	£0.00		£59.30	Show Animation

Px Total for this Estimate:	£0.00	Voucher:	B - £59.30	
Px Total to Pay:	£0.00		£59.30	Show Animation

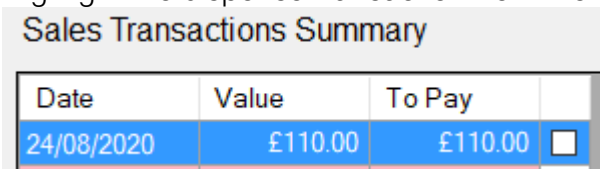
Total Value:	£59.30
Voucher:	£59.30
Total To Pay:	£0.00

Dispensing with a HC3 voucher

When a patient presents with a HC3 voucher with partial help to the cost of the spectacles, complete the dispense as normal WITHOUT assigning a voucher value from the list because the patient is not entitled to this full voucher value.

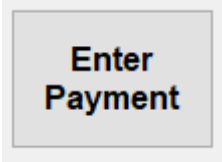
Once you have confirmed the dispense and closed the module so that the dispense details are entered onto the patient account, complete the following steps to reduce the patient balance.

1. Highlight the dispense transaction from the summary list.

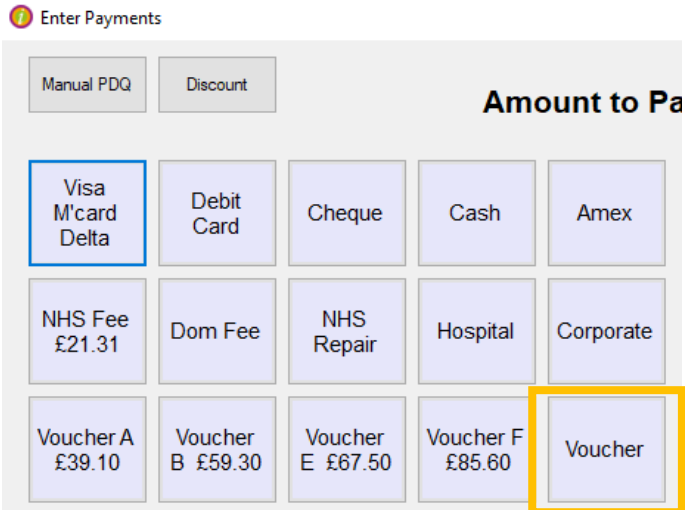


Date	Value	To Pay	
24/08/2020	£110.00	£110.00	<input type="checkbox"/>

2. Click the enter payment button.



3. Click on the payment type 'Voucher'.



4. Use the number buttons to enter the reduced voucher value.

Amount to Pay:

ash	Amex	1	2	3	(Minus)
spital	Corporate	4	5	6	.
cher F 5.60	Voucher	7	8	9	0
ther ard		<input type="text" value="£23.00"/>			Confirm Amount

5. Click confirm amount and then confirm total.

Payment Type	Amount
Voucher	£23.00

Total entered:

6. This will enter a payment type 'voucher' against the sale and reduce the balance to the amount the patient must pay.

Details of Selected Transaction - Sales Items

Product	Description	Qty	Ref	Price
CR39 SV	Single Vision CR39 Stock	1	7693	£55.00
CR39 SV	Single Vision CR39 Stock	1	7693	£55.00
202527	JB774	1	7693	£0.00
Glazing	Misc Glazing Charge	1	7693	£0.00

Details of Selected Transaction - Payments

Payment Type	Date Paid	Amount
Voucher		£23.00

Transfer Payments

Total Sales Value:

Total Paid:

Outstanding Balance of This Sale: