

To All Optometrists
Dispensing Opticians
Ophthalmic Medical Practitioners

**Transposition And Alterations
To Prescriptions**

TRANSPOSITION

As the same lens is produced whether or not a prescription is written in +ve or -ve cylinder format, all GOS prescriptions may be written and priced in the highest spherical power.

If you dispense prescriptions not written this way from another GOS community practitioner or a HES prescription you should follow the following steps

- ✓ Complete a NEW GOS (V) with the correct patient details exactly as they appear on the original GOS (V)
- ✓ Annotate this new GOS (V) at the top of the voucher as “ TRANSPOSED VOUCHER”
- ✓ Enter the transposed prescription and double check for accuracy
- ✓ Sign the GOS (V) in the prescriber section. This will be countersigned by an Optometric Adviser so leave some room in the signature area to permit countersigning
- ✓ Complete the dispensing section in the normal manner with correct costing and accurate date
- ✓ The new ‘transposed’ voucher should be submitted to BSO, attached to the original voucher and in a separate envelope, with your usual monthly claim submissions and marked for the attention of an Optometric Adviser.

Transposed GOS Vouchers will NOT BE PAID unless the above steps are followed. The original prescription on the original GOS (V) must be left unchanged. “Tipp-Ex” or correction fluid must never be used on GOS forms.

OTHER ALTERATIONS TO PRESCRIPTIONS

Suppliers may occasionally need to alter a prescription due to a back vertex distance difference between that used by the prescriber and what is measured in the actual frame chosen by the patient. The following steps should be taken where it is necessary to change the prescription due to BVD.

- ✓ Complete a NEW GOS (V) with the correct patient details exactly as they appear on the original GOS (V)
- ✓ Annotate this new GOS (V) at the top of the voucher as “ ALTERED PRESCRIPTION BVD”
- ✓ Enter the new prescription and double check for accuracy
- ✓ Sign the GOS (V) in the prescriber section. This will be countersigned by an Optometric Adviser so leave some room in the signature area to permit countersigning
- ✓ Complete the dispensing section in the normal manner with correct costing and accurate date
- ✓ The new voucher should be submitted to BSO, attached to the original voucher and in a separate envelope, with your usual monthly claim submissions and marked for the attention of an Optometric Adviser.

GOS Vouchers altered to permit prescription changes for BVD will NOT BE PAID unless the above steps are followed. The original prescription on the original GOS (V) must be left unchanged. “Tipp-Ex” or correction fluid must never be used on GOS forms.

“TIPP – EX” AND ALL CORRECTION PRODUCTS

GOS forms WILL NOT be processed by the BSO if “Tipp-Ex” or any correction product is present on the form. They will be returned to the practice not paid.

“TIPP – EX” and all correction products will however be accepted by BSO when BSO have returned the GOS (V) form for a price correction at Part 3 on the front of the form.

DISPENSING TO CHILDREN and VISUALLY IMPAIRED PATIENTS

Dispensing to children 16 years or under and visually impaired patients must be supervised. These patients should be seen by a registered practitioner on fitting and ideally, on collection also. It is particularly important to have spectacles checked by a registered practitioner, both at fitting and on collection in the following circumstances:-

- ✓ When dispensing higher prescriptions (i.e. $\geq \pm 4$ sphere or $\geq \pm 2$ cyl)
- ✓ When fitting younger children (i.e. <7 years) as the frame choice and fit is extremely important in terms of optical performance
- ✓ When fitting patients with a learning disability, as optimal frame choice and fit is vital for maximum optical performance

Queries concerning any matters relating to Transposition should be addressed to any one of the HSCB Optometric Advisers via the Ophthalmic Directorate at the BSO –

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