

13 December 2018

**To all Optometrists,
Dispensing Opticians and
Ophthalmic Medical Practitioners
Providing General Ophthalmic Services**

Guidance on electronic storage of OCSPR forms

The patient declaration forms, OCSPR (for GOS) and LESPR (for Enhanced Services) are completed and signed by both the patient and their Ophthalmic Services provider to confirm the provision of the service and, on the patient's part, to indicate their claim to eligibility for help with health costs associated with the service(s) provided.

Under Schedule 2, Paragraph 7, Sub Paragraph 3 of the HPSS GOS Regulations (Northern Ireland) 2007, these forms must be retained for a period of 7 years, from and including the date of the last date of service. They must also be produced to the HSCB and/or the BSO on request.

For probity purposes scanned, or electronic, copies of these forms are an acceptable alternative to the original, manual form. However, as the OCSPR and LESPR form are legally admissible documents, contractors are reminded that it is the GOS contractor who is responsible for the appropriate creation, security, storage and retention of electronic records. Therefore, when converting original paper records to electronic records, the contractor must ensure that the British Standard BS 10008 is adhered to at all times. This British Standard (BS 10008) covers electronic information management and the associated document BIP008-1:2014 describes the process and guidelines required when converting paper records to **legally admissible electronic records**.

The following links may provide useful guidance

<http://www.bsi-global.com/>

<http://www.hmrc.gov.uk/>

Providing Support to Health and Social Care

Ophthalmic Services
2 Franklin St, Belfast BT2 8DQ
Phone: 0300 055 0113

It is also the contractor's responsibility to ensure that original paper forms are destroyed in line with the British Standard ES EN 15713:2009 Secure which is the destruction of confidential material code of practice. More information on the appraisal, closure, disposal and destruction of records is available from the Department of Health Website,

<https://www.health-ni.gov.uk/articles/appraisal-closure-disposal-and-destroying-records>

Contractors are recommended to seek further guidance from the provider of their scanning technology to ensure their equipment and IT systems meet these standards.

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