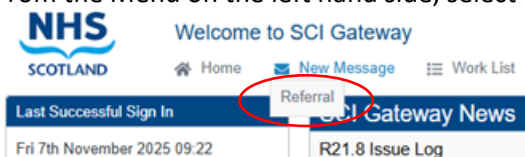


GOS Specialist Supplementary – Refer a patient (SCI Gateway)

- A phone call should be made in advance to ensure capacity to see the patient – telephone numbers for all practices at or from which the GOS Specialist Supplementary service is provided are available under ‘Services Offered’ on the ‘Opticians’ area of the NHS Inform Scotland’s Service Directory: <https://www.nhsinform.scot/scotlands-service-directory/opticians/>

- Log in to SCI Gateway as normal
- From the Menu on the left hand side, select **New Message > Referral**



- When prompted, select the following options to direct the referral to the chosen IP Prescriber Optometry practice:
 - Health Board Area** – Patients can be referred to other HB areas via SCI Gateway
 - Receiving Board’s Optometry Branch** – for GG&C this is “Greater Glasgow and Clyde Optometry Practices
 - Receiving IP Optometry Practice** – only those available for referral will be listed
 - Receiving Optician** – this field is optional and does not have to be selected
 - Protocol** – GOS Specialist Supplementary


- Click **Create**
- Use the Patient Matching facility to find the patient
 - If CHI Number matching is available, simply enter the CHI and click **Match**
 - If CHI Number matching is not available, enter Surname, Forename, DOB, Sex and postcode and click **Match**

Patient	CHI	Address	Postcode
014507ESTP_JOS 10-Apr-2008	1004055005	144 TEST ROAD, BEARDSDEN, GLASGOW	G11 5UR

- Check that the patient details are correct
- To pre-populate the referral with the demographic data, click on the **Patient’s name**
- If the patient cannot be found or the patient details do not match and you wish to enter the demographic details manually, select **Proceed Without Match**
- Complete Referral and provide as much relevant information as possible, once complete click on **Send Button** then select **Yes** to confirm sending

Send

SCI Gateway

 The message has been saved as draft. Do you want to send it and make no further changes?

Yes

No