

GOS Specialist Supplementary – Receive a Referral (SCI Gateway)

- A phone call should have been made by the referring optometrist in advance of referral to ensure capacity exists to see the patient
- If configured, an email alert will be sent to the Optometry Practice email address on receipt of the referral

You have a new Referral in SCI Gateway.

- Log in to SCI Gateway as normal
- All referrals received by the practice will be available to all users associated with the practice.
- The SCI Gateway home screen will indicate if you have any **New Referrals** – a new referral is a referral that has not yet been marked as **Filed**



- Either click on the link to go to the **New Referrals** or from the Menu at the top of the screen, select **Work List > Referral** – this will show all referrals both new and marked as Filed



- A list of the received referrals is displayed (ensure the Receive Tab is selected) with details indicated for the Date of referral, Patient, Referring practice, Receiving practice and the Status

NHS SCOTLAND Work List - Referral							
Home New Message Work List Audit Trail Mr David Marsden Sign Out Alan Arnott Eyecare (35423) Greater Glasgow and Clyde OptomIntraRef							
Action	Priority	Date	Patient	From	To	Status	Search
<input type="checkbox"/>		07-Nov-2025 16:11	U'NSGTESTIP JODI CHI: 1004055005	Atchison Opticians (42371)	Alan Arnott Eyecare (35423) (GOS Specialist Supplementary)	Submitted	
<input type="checkbox"/>		05-Nov-2025 14:50	U'NSGTESTIP JODI CHI: 1004055005	Atchison Opticians (42371)	Alan Arnott Eyecare (35423) (GOS Specialist Supplementary)	Submitted	
<input type="checkbox"/>		05-Nov-2025 12:57	U'NSGTESTIP JODI CHI: 1004055005	Atchison Opticians (42371)	Alan Arnott Eyecare (35423) (GOS Specialist Supplementary)	Submitted	
<input type="checkbox"/>		05-Nov-2025 10:22	U'NSGTESTIP JODI CHI: 1004055005	Atchison Opticians (42371)	Alan Arnott Eyecare (35423) (GOS Specialist Supplementary)	HEAT: Back to Referrer	
<input type="checkbox"/>		04-Nov-2025 10:28	U'NSGTESTIP JODI CHI: 1004055005	Atchison Opticians (42371)	Alan Arnott Eyecare (35423) (GOS Specialist Supplementary)	Submitted	
<input type="checkbox"/>		04-Nov-2025 10:25	U'NSGTESTIP JODI CHI: 1004055005	Atchison Opticians (42371)	Alan Arnott Eyecare (35423) (GOS Specialist Supplementary)	Submitted	

- To view a referral, click on the Patient Name

Close Letter Print Save to File Change Status

Hospital use only - Hospital use only - minor copy of file 354.24

Ref Date Time Hospital No.

REFERRAL LETTER
MEDICAL IN CONFIDENCE
GOS Specialist Supplementary

Additional Support Details:
No known ADR requirements

REFERRAL TO:
Optometry
GOS Specialist Supplementary
Alan Arnott Eyecare (35423)
21 DOUGLAS STREET
GLASGOW
G4 7PE

Consultant / receiving practitioner and/or specialty clinic:
Hospital and hospital address:

Hospital location code: 35423
Email address:

Urgency of referral: Urgent
Date of referral: 05-Nov-2025
Date sent: 05-Nov-2025

The majority of the information for the referral is contained in the **Additional Relevant Information** section near the bottom

Additional relevant information
Anterior and Posterior Blepharitis:Yes
Herpes Zoster Ophthalmicus (HZO):Yes

- Triage and Book the patient appointment as required
- Once the referral has been dealt with click on the **Change Status** button

Change Status

- Change the Status to **Appointment Scheduled** or status to indicate that the referral has been vetted and is no longer **New**, ensure that the **Filed** box is ticked (this removes it from the New Referral List)

Set status and flags:

Patient: O'NISGTESTR, JODI
CHI: 1004055005

Status:

Submitted

☐ Filed

Set Close