

OptoClaim Quick Start Guide

Before you begin

To access OptoClaim you will need a username and password for your PRACTICE. Most practices will have a username and password for the IOP service which will allow access to the OptoClaim module. If you have not received or cannot find your username and password then please contact: support@optomanager.co.uk.

Username and password: These will be issued by Webstar Health by letter. A username and password is issued for each PRACTICE.

What you will need

To use OptoClaim you will need:

- A computer with internet access
- A web-browser such as; Internet Explorer (Microsoft), Chrome (Google), Safari (Apple) or Firefox (Mozilla)

Getting started

OptoClaim Address: <http://www.optomanager.co.uk>

Logging in for the first time: You will be asked to set a practice PIN (four digits). Please keep this and your username and password safe.

Check practice details: When you log in you will see your practice details (name and address), if these are incorrect then contact us.

To access OptoClaim click on [OptoClaim – Services Recording](#)

Making a record

Create a new claim: Use the [Add a Claim](#) menu item to create a claim. You will be asked to confirm the service provided. If the service you have provided does not appear here then please use the [Contact Us](#) menu item to send a message to the OptoManager Helpdesk.

There is one type of service “Direct referral of Cataract – Birmingham and Solihull” available.

You will be asked to confirm that you have taken the patient’s consent.

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Making a record (cont)

Please follow the form completing each question in turn. Questions marked with a red asterisk [*] must be completed and cannot be blank. Note the following:

The form is divided into two sections:

- The patient's details
- The service provided

Making a record (cont)

Clicking on **Save** will then check the data you have entered and take you to a confirmation screen where you can review the information entered.

In the details of the claim are correct then please click on **Save** to complete the claim.

You may delete or amend a claim up to the point that it is processed for payment, which is generally

Payment and reporting

OptoClaim collects the data that is used to create invoices on behalf of your practice to the NHS. Claims are made via Primary Eyecare (Heart of West Midlands) which will in turn invoice the CCG. **Practices are not required to generate or send invoices or reports, this will be done automatically by OptoClaim at quarter end.**

Quarter end takes place in the first few days of the following the end of the previous quarter. All activity entered by your practice that has not already been processed for payment will be processed and an invoice will be generated on behalf of your practice. This invoice will be available for you to view in the **Invoices** menu item for your records.

Questions

If you have questions about OptoManager or payments then please contact support@optomanager.co.uk or use the **Contact Us** menu item to send a message to the OptoManager Helpdesk.

Please note the OptoClaim Helpdesk cannot offer advice on the clinical protocol used in these services.