

LOC HOT BRIEF

Confidential to Optical Contractors & Performers • June 2017 • Issue 59

Private & Confidential

Hot Briefs contain guidance and advice from the Optical Confederation and LOCSU on important issues relevant to all ophthalmic contractors and performers, which we would like LOCs to be aware of or to take action on.

LOCs are asked to ensure that Hot Briefs are circulated to all contractors and performers in their area as soon as possible.

Any LOC requiring advice/support on any aspect of their work should contact LOCSU on 020 7549 2051 or email info@locsu.co.uk

How to claim your CET grant in 2017

Claims for CET undertaken by ophthalmic practitioners between 1 January to 31 December 2016 must be submitted between 1 July 2017 and 31 October 2017 to PCSE at PCSE.Optical@nhs.net.

As a reminder, CET allowance payments are payable to contractors. A payment can be claimed by a contractor in respect of either:

- (a) CET he/she has undertaken personally in the year between 1 January to 31 December 2016.
- (b) CET undertaken in the year between 1 January to 31 December 2016 by an ophthalmic practitioner on the Ophthalmic Performers List.

The CET allowance for 2016 is £545.

Please follow the steps below to submit a claim:

1. Complete the form which can be found via this [link](#) or on the [Department of Health Website](#)
2. Sign and date the form in the appropriate place(s)
3. Scan the signed form and attach to an email
4. Put '**2017 CET claim**' in the email subject header
5. Email to PCSE.Optical@nhs.net

You will receive a case reference number from PCSE once they have received your claim form. Please note you are asked to submit only **one claim form per email** so that each form has a unique case reference that can be tracked.

The preferred route for submitting CET claims is by email to PCSE.Optical@nhs.net but if you prefer to submit by post you must send to:

Primary Care Support England
PO Box 350
Darlington
DL1 9QN

Important: Claim forms submitted to any other email or postal addresses will not be processed.

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