



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Feidhmeannacht na Seirbhíse Sláinte  
Seirbhís Aisíocaíochta Cúraim Phríomhúil  
Plás J5  
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Bealach Amach 5, M50  
An Bóthar Thuaidh  
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Circular 006/16

17<sup>th</sup> February 2016

Dear Optometrist/Ophthalmologist,

In 2015, the HSE - Primary Care Reimbursement Service (PCRS) processed in excess of 80 million business transactions. We endeavour to provide you with an excellent service and strive to ensure your claims are processed in an efficient and timely fashion. Your continued assistance and co-operation in relation to the procedures for the submission of claims would be greatly appreciated.

Claims must be submitted by the **5<sup>th</sup> day** of the month, in order to ensure prompt payment. Should the 5<sup>th</sup> day of the month falls on a weekend or a public holiday, the deadline for claims submission will be the close of business on the next working day.

One bundle of claims, per month, should be submitted for processing and must be accompanied by a properly completed summary of claims certificate. For your convenience, please find enclosed a supply of address labels and summary certificates.

The online 'Optical Application Suite' will be updated from the **1<sup>st</sup> March 2016**. While the online claim submission process remains unchanged, it is advised that you give adequate time to familiarise yourself with the layout of new screen. In order to ensure a trouble-free processing experience it is recommended, if using Internet Explorer, as your chosen browser, that you update Internet Explorer to the most up-to-date version.

Currently, up to 54% of COS Scheme claims are submitted via the online claim submission process. The benefits of this facility include:

- Online Claim Entry
- Online Claim Review
- Confirm a client's Medical Card eligibility status, at point of service
- Downloadable and printable Itemised – Listings (1year archive)

If you are interested in registering for the online 'Optical Application Suite' please email [COSS.queries@hse.ie](mailto:COSS.queries@hse.ie) for an application form.

Yours sincerely,

**Anne Marie Hoey**  
Primary Care Reimbursement Service