

Request for Reimbursement of Display Screen Equipment (DSE)
Eye Test

I am happy to reimburse:__

Name:

Employee No:

Home address:

I confirm the cost of the DSE eye test were as follows:

Eye Examination Fee: £

Spectacles Required: £

Date of examination:

Copy of prescription provided: yes/no

I authorise you to claim the above amount (to a maximum of £50.00) from your expenses.

Authorising Manager:

Print Name:

Department:

Date:

Please add your claim amount to your expenses claim form and show this to your manager who will sign off your expenses. A copy of this form along with a copy of your prescription must be added to your personal file.

Display Screen Equipment (DSE) Eye Tests

Staff can request subsidised eye tests and if required, spectacles for use with Display Screen Equipment (DSE). To be eligible to claim this, they must meet with the criteria defined in the following procedure:

1. They must be a DSE user. This generally means that they habitually use a computer for a significant part of their working day i.e. one hour continuous use every day. Roles such as Ward Clerks, Medical Records administrators or Finance would be regarded as users whilst staff who only access DSE occasionally such as nursing staff who briefly consult electronic patient records would generally not.
2. If a member of staff is deemed to be a habitual user, their manager should, if requested, refer them to Occupational Health for a basic vision screen test.
3. If Occupational Health recommend further investigation is required, the staff member should arrange for a DSE sight test to be undertaken by an optometrist of their own choosing.
4. If, on recommendation by the optometrist, they require glasses for DSE use, the cost incurred for these can be reclaimed up to the maximum value of **£50 inclusive of the eye test fee**. To claim these expenses, staff must complete a DSE Eye Test Form (see attached) which needs to be authorised by their line manager, and submit this with a receipt that clearly indicates that the test conducted and glasses provided were in relation specifically to DSE use.

Staff can, if they so wish, contribute to the cost of glasses if they would prefer to buy a style not available within the prescribed price range.