

EYESIGHT TEST/LENSES CLAIM FORM

Please complete this form and upload a scanned copy of the form together with the receipt for your eyesight test and/or lenses to OneFinance when submitting your claim. For any questions about this process please contact humanresources@lse.ac.uk.

1) To be completed by Optician

(a) I can confirm that an eye examination has been carried out following the recommendation of the Association of Optometrists¹

(b) I have found that correction of sight when using a display screen, or middle distance glasses is necessary / unnecessary (*please delete as appropriate*).

Full Name of optician:

Signature of optician: Date:

2) To be completed by LSE employee

I attach a receipt for the eyesight test and/or corrective lenses and glasses.

Please print clearly

First Name:..... Surname:

Department:

Signature:..... Date:

Price paid for corrective VDU lenses:

Price paid for eyesight test:

Claimants will be reimbursed to the maximum of £60.00 (GBP) for the necessary cost of VDU lenses and up to the maximum of £10.00 (GBP) for the incurred cost of an eye examination. All payments will be made via bank transfer.

1 Guidance to practitioners on visual standards for VDU users as recommended by the Association of Optometrists:

The test should check the following:

the ability to read N6 throughout the range 70-33 cm with adequate visual acuity for any task undertaken at greater distance, if this is an integral part of the work:

- the ability to read N6 throughout the range 70-33 cm with adequate visual acuity for any task undertaken at greater distance, if this is an integral part of the work;
- well established monocular or good binocular vision. Phorias at working distances should be corrected unless well compensated or deep suppression is present;
- no central (20degrees) field defects in the dominant eye;
- near point of convergence normal;
- clear ocular media checked by ophthalmoscopy

The above guidance is intended to increase the level of operator comfort and efficiency. It is not a set of inflexible criteria and should not be used to exclude persons from working with VDUs.