

PROCEDURE FOR BD8

A BD8 is a form currently completed by a consultant stating the medical reason for visual loss and defining whether that person is blind or partially sighted. The BD8 is currently under review.

When the Council receives a BD8 the following procedure is followed.

1. When a social work or care management team receive a BD8, or other formal document, stating a medically confirmed eye condition it is sent directly to the Sensory Services Team. If there is any other party involved a Contact Sheet should also be sent.
2. When a BD8 or other formal document is received it will be date stamped and placed in the team DUTY file – it will also be scanned for the computer file. The BD8 is a medical record which must NEVER be destroyed while the client is alive.
3. Duty will make the first attempt to contact client within 7 days.
4. If a duty officer is unable to make contact by telephone for a period of two weeks a letter will be sent. If no contact received by client from a letter, the duty officer will refer back to the hospital and or GP to confirm details are correct.
5. At first contact with the client confirm registration onto appropriate register agreed.
6. Client details completed on [intranet form](#)
 - Partially Sighted
 - Blind
7. Complete Registration card and send to client.
8. AT POINT OF REGISTRATION CLIENT COULD BE ADDED TO EYELINES MAILING LIST