



University Hospitals Sussex

NHS Foundation Trust

Sussex Eye Hospital

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31/03/25

To Whom It May Concern,

Please can we ask that all HES forms returned for payment come with a covering invoice (to include invoice number) as we have been advised by our accounts payable team that this is easier for cataloguing and making payments.

Where multiple HES forms are returned together, a single invoice is sufficient.

Furthermore to facilitate payments please ensure all HES Forms are returned with correct dates and parent/guardian signatures, supplier's signature, GOC number and supplier's name and address.

Thankyou for your co-operation with this matter.

For all enquiries regarding HES Forms please email uhsussex.orthopticsopd@nhs.net or phone 01273 664872.

Yours Sincerely

Gill Heward

Deputy Head Orthoptist