Ophthalmic Schedule Communications

October paid Nov 2023

Welcome to the schedule communications, where you will find useful information and helpful tips

Access the schedule close dates and payment timescales [here](#)

Managing user access to eOphthalmic

Adding payment location number

Existing users that require a new store's payment location number to be added to their account must ask the store staff or store manager to phone or email us to authorise its addition.

If emailing, the email must contain the username and a clear request to add the payment location number to the account. The email must also have a signature showing clearly who the requestor is and their place of work.

We cannot accept the requests directly from the account user.

Removing payment location number

The removal of a location number from a user account can be requested by the user or the store's staff or store's manager. Again, this can be a telephone call or email containing the username and a clear request to remove the payment location number. If emailing, the email must have a signature showing clearly who the requestor is and their place of work.

Requesting new user eOphthalmic account

Request a new user account to gain access to eOphthalmic by completing the relevant forms:

- username and password form;
- personal identification number (PIN) form, if required for submitting GOS claims;
- acceptable use policy form.

These forms can be found on this **page**.

Closing an eOphthalmic account

Contact us with the username and request the account to be closed and details of the reason if it is not the account holder contacting us: **NSS.psdophthalmic@nhs.scot**

Telephone: 0131 2756200 | email: NSS.psdophthalmic@nhs.scot

Visit Ophthalmic services page on the NSS website

Visit Scotland's national website for eye care services and eye health information – For the public For professionals