



# Ophthalmic Schedule Communications

November paid  
December  
2024

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

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

**November paid December cut-off date: Monday 13 January 2025 at 5pm**

## **Continuing Professional Development (CPD)**

As you are aware the CPD deadline closed on 30<sup>th</sup> November 2024 and no further submissions are permitted as per [PCA\(O\)2024\(04\)](#). Validations and payment runs have now commenced which will be followed up by a confirmation of payment email to the optometrist advising them when their payment will be in the bank, emails will be issued once the payment authorisation is complete and the funds have been released.

The CPD mailbox will continue to be monitored for queries. Please provide your claim submission ID along with your details when contacting them.

## **PCA(O)2024(06)**

[PCA\(O\)2024\(06\)](#) provides an update on the following:

- New Directions for the CGS
- Uplifts to CGS Fees
- CGS Rollout
- NHS Education for Scotland Glaucoma Award Training (NESGAT) Cohorts Four and Five

## 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](mailto:NSS.psdophthalmic@nhs.scot)

### Helpdesk Festive opening hours

Date	Helpdesk opening times
Monday 23 December 2024	8.30am – 4.30pm
Tuesday 24 December 2024	8.30am – 4.30pm
Wednesday 25 December 2024	Closed

Date	Helpdesk opening times
Thursday 26 December 2024	Closed
Friday 27 December 2024	8.30am – 4.00pm
Monday 30 December 2024	8.30am – 4.30pm
Tuesday 31 December 2024	8.30am – 4.30pm
Wednesday 1 January 2025	Closed
Thursday 2 January 2025	Closed
Friday 3 January 2025	8.30am – 4.00pm

Telephone: 0131 2756200 | email:  
[NSS.psdophthalmic@nhs.scot](mailto:NSS.psdophthalmic@nhs.scot)

Visit [Ophthalmic services page on the NSS website](#)

Visit [Scotland's national website for eyecare services and eye health information – For the public For professionals](#)

