



## Dental Schedule Communications

December  
paid  
January  
2026

**Welcome to the Schedule Communications where you will find all our latest news and useful information.**

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

January paid February 2026 cut-off date: 5pm Sunday 8 Feb 2026

### **Mouthpiece**

We have recently published our latest issue of Mouthpiece for 2025, where you will find many useful articles on our existing processes as well as any new developments. This issue covers the submission of payment claims and prior approvals; Scottish Dental Reference Service (SDRS); checking patient details and online reports (eSchedules), and administrative processes.

You can access the most recent edition and previous editions on our [website](#).

### **Rent reimbursement – GP234 deadline**

All practices that wish to claim for reimbursement of practice rental costs for financial year 2026/27 are required to submit an up-to-date GP234 form to us by **28 February 2026**. This will make sure you receive payment for all four quarters of the financial year 2026/27, if you are eligible for this allowance.

**Please ensure you use the most up-to-date GP234 form, which you can find on our website: [Apply for rates and rental reimbursement | National Services Scotland](#)**

Part 3 of the form must be completed by the practitioner's accountant. The GP234 form must be stamped. If your accountant does not have a stamp, then a confirmation on headed paper would be acceptable. A business card would not be acceptable.

Please submit your application by email to: [nss.psd-dental-payments@nhs.scot](mailto:nss.psd-dental-payments@nhs.scot)

**Important:** When sending your form by email, please ensure the **subject line includes 'GP234'.**

If you miss this deadline, you can still submit the form for part payment of 2026/27 practice rental costs as follows:

- 31 May 2026 for quarters 2, 3 and 4
- 31 August 2026 for quarters 3 and 4
- 30 November 2026 for quarter 4 only

## Reminder: Continuation Cases

Please ensure that the Continuation case process is followed when a dentist list number resigns, and treatment continues on another list number at the practice. This critical process ensures both claim parts can have the same start date and SDR being applied, it also applies to any prior approval gained on part 1 to cover the part 2.

We are seeing an increase of claims being closed and submitted by the resigning dentist whilst they are mid treatment and not using this continuation case process. When you are aware that a list number with open treatments is planning to resign, please familiarise yourself with the process using our [general guidance](#), and please also seek the advice of your practice management system supplier.

Please note that in cases where the list number continuing a course of treatment is held by the same dentist as the list number the treatment was started under, such as when a dentist opts for retire-and-return or when a vocational trainee continues a course of treatment as an associate, **the continuation process must still be followed**.

## Practitioner Services website

Our website is designed to help you find information that is useful to you. It is a helpful tool for accessing information and guidance on important areas including claims and allowances, eSchedule reports, and schedule close and payment dates. We update our website regularly. Therefore, we invite you to please take time to familiarise yourself with the information that is available on our [website](#).

If you have any suggestions for any improvements or changes to the information that is available to you, please email us at [nss.psddental@nhs.scot](mailto:nss.psddental@nhs.scot)

## Request for Practice or Practice Manager Email Addresses

We are collating a list of practice and/or practice manager email addresses for any important or urgent updates pertaining to your practice.

We would like your help in providing us with your practice email or your practice manager's email. You can do this by sending the information to [nss.psddental@nhs.scot](mailto:nss.psddental@nhs.scot).

Please include the following when emailing us:

- Location number
- Full name and address of the practice

- Email contact for the practice

Thank you to everyone who has already provided this information.

## **Coming Soon: Practitioner Services (PSD) Customer Satisfaction Survey 2026**

Your feedback matters. At PSD, we want to know how we are doing and how we can serve you better. Our annual Customer Satisfaction Survey launches 1 February 2026, and it only takes a few minutes to complete online. Every response helps us understand what is important to you and where we can improve. Look out for the survey link in our regular communications, on social media, and via your professional networks. We would love to hear from you.



Telephone: 0345 034 2458 | e-mail: [nss.psddental@nhs.scot](mailto:nss.psddental@nhs.scot)

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