

**Public Services Delivery  
Scotland**

**CGS Accredited Clinician  
Profile Report Guidance**

**Primary Care Activity Reporting System**

# CGS Accredited Clinician Report

The report allows CGS accredited clinicians (ACs) to compare data relating to their CGS assessment activity against Scotland-wide Accredited Clinician figures for the same reporting period.

The following sections provide a step-by-step guidance for accessing this report.

# How to Log on

To log on, go to this link: [primarycarereporting.mhs.scot.nhs.uk](https://primarycarereporting.mhs.scot.nhs.uk)

Enter your personal NHS email and password to log in. You may also be asked to complete multi-factor authentication (MFA) to confirm your identity.

If you have issues with logging in, please contact your local NHS Board.

**Primary Care Activity Reporting System**



## Primary Care Activity Reporting

Welcome to the Primary Care Activity Reporting system.  
This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.



### Sign in with Microsoft

If you work for NHS Scotland you can now access Primary Care Activity Reporting with your Office 365 work account details

Sign In with Office 365 details

After logging in, you will be presented with the page below.

Public Services Delivery Scotland

To run a report, select the option “**CGS: Clinician**” on the left-hand side.

Primary Care Activity Reporting System

test15118@nhs.scot

Print/Save as PDF

Home

CGS: Clinician

NHS  
SCOTLAND

# Community Glaucoma Service

## Accredited Clinician Profile Report

▼ Helpdesk

Customer Helpdesk can be contacted at [nss.psdophthalmic@nhs.scot](mailto:nss.psdophthalmic@nhs.scot)

Accredited Clinician Name: Test User

Ophthalmic List Number: 11111

Accredited Provider Name: IRIS OPTICIANS

Practice Address: 1 TEST USER ADDRESS GLASGOW TU1 1TU

Health Board: Scotland (CSA)

Reporting Period: January to January 2026

Search

Payment Location Code: 00000

Reporting Period From: JAN-2026

Reporting Period To: JAN-2026

> Go

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## Accredited Clinician Details

After selecting 'CGS: Clinician, you will be presented with the Accredited Clinician details including 'Accredited Clinician Name' and 'Ophthalmic List Number' which will be prepopulated.

### ACs with only one PLC

If the Accredited Clinician is only associated with one payment location code, then the 'Accredited Provider Name', 'Practice Name', 'Practice Address', 'Health Board' and 'Payment Location Code' will also be automatically populated.

### ACs with multiple PLCs

If the Accredited Clinician is associated with multiple location codes, you must **select the relevant PLC from the drop-down menu**. Once the PLC(s) is selected, the associated provider and practice details will be automatically populated. When selected, the provider name or the practice name will be displayed. **You may select multiple PLCs**. The available options will be determined by your role and CGS accreditation history. If multiple practices are selected, the fields will be populated with 'Multiple Practices selected'.

**NOTE: If more than one payment location code has been selected, the figures in the report will be aggregated. If you select multiple PLCs the Accredited Provider Name may not be displayed. This will be addressed in a future update.**

|                           |                                             |
|---------------------------|---------------------------------------------|
| Accredited Provider Name: | Test User                                   |
| Ophthalmic List Number:   | 11111                                       |
| Practice Name:            | IRIS OPTICIANS                              |
| Practice Address:         | 1 TEST USER ADDRESS GLASGOW TU1 1TU         |
| Health Board:             | Greater Glasgow                             |
| Reporting Period:         | April 2026 to April 2026                    |
| Search                    |                                             |
| * Payment Location Code:  | 00000 - 1 TEST USER ADDRESS GLASGOW TU1 1TU |
| Reporting Period From:    | APR-2026                                    |
| Reporting Period To:      | APR-2026                                    |

|                           |                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------|
| Accredited Provider Name: | Test User                                                                                     |
| Ophthalmic List Number:   | 11111                                                                                         |
| Practice Name:            | Multiple Practices selected                                                                   |
| Practice Address:         | Multiple Practices selected                                                                   |
| Health Board:             | Multiple Health Boards                                                                        |
| Reporting Period:         | April 2026 to April 2026                                                                      |
| Search                    |                                                                                               |
| * Payment Location Code:  | 00000 - 1 TEST USER ADDRESS GLASGOW TU1 1TU X 99999 - 2 TEST USER ADDRESS EDINBURGH TU2 2TU X |
| Reporting Period From:    | APR-2026                                                                                      |
| Reporting Period To:      | APR-2026                                                                                      |

## Select a Reporting Period

The default reporting period will be set to the latest month. **If the latest month has not yet been paid and is selected in either the Reporting Period From or Reporting Period To drop-down, no data will be returned for that month.**

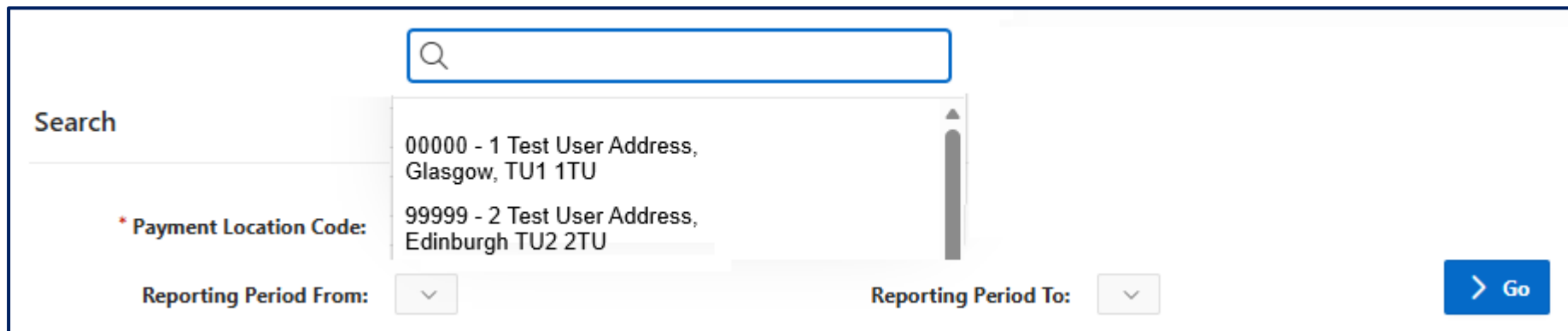
You may select a single month from the drop down, or a range of months. Only whole payment periods (schedule months) can be selected.

The earliest available reporting period is March 2025, which marks the start of the automatically calculated payments. Payments prior to March 2025 were manually calculated and are therefore not included.

The report can only be run when all mandatory parameters have been completed, and a reporting period has been selected. Accredited provider information will only be included where it is available for the selected reporting month(s).

Please note, the data returned will only include information from claims that have been paid in the selected reporting period.

If you have selected a month where you were not an Accredited Clinician **or the Accredited Provider was not accredited**, no data will be returned.



The screenshot shows a web form for selecting a reporting period. At the top, there is a search bar with a magnifying glass icon. Below it, a dropdown menu is open, displaying two test user addresses: "00000 - 1 Test User Address, Glasgow, TU1 1TU" and "99999 - 2 Test User Address, Edinburgh TU2 2TU". To the left of the dropdown, the text "Search" is visible. Below the search bar, there is a label "\* Payment Location Code:". At the bottom of the form, there are two dropdown menus labeled "Reporting Period From:" and "Reporting Period To:". A blue button with a right arrow and the text "Go" is located at the bottom right of the form.

## Total Assessments by Clinical Condition

This chart provides information relating to assessments broken down by clinical condition based on data **at the end of the selected reporting period**. You can hover over a report figure or heading to view additional information about the calculation of data displayed.

This data is derived from the **latest paid assessment of the patient**.

If two assessments have been paid in one month, the data from the last assessment will be used. If a primary and a supplementary are both completed on the same day, the data from the primary will be used.

|                                                                               |     |
|-------------------------------------------------------------------------------|-----|
| Total Assessments in Scotland during reporting period                         | 251 |
| Total number of Primary Assessments in Scotland during reporting period       | 212 |
| Total number of Supplementary Assessments in Scotland during reporting period | 39  |

| Total assessments (during reporting period) broken down by clinical condition | Clinician             |                                 | Scotland Average                  |                                 |
|-------------------------------------------------------------------------------|-----------------------|---------------------------------|-----------------------------------|---------------------------------|
|                                                                               | Number of assessments | Percentage of Total Assessments | Average assessments per clinician | Percentage of Total Assessments |
| Diagnosed with lower risk glaucoma                                            | 3                     | 60.000%                         | 2.086                             | 58.167%                         |
| Diagnosed with and on prescribed treatment for OHT                            | 2                     | 40.000%                         | 1.500                             | 41.833%                         |
| <b>Total assessments during reporting period</b>                              | <b>5</b>              | <b>100.000</b>                  | <b>3.586</b>                      | <b>100.000</b>                  |

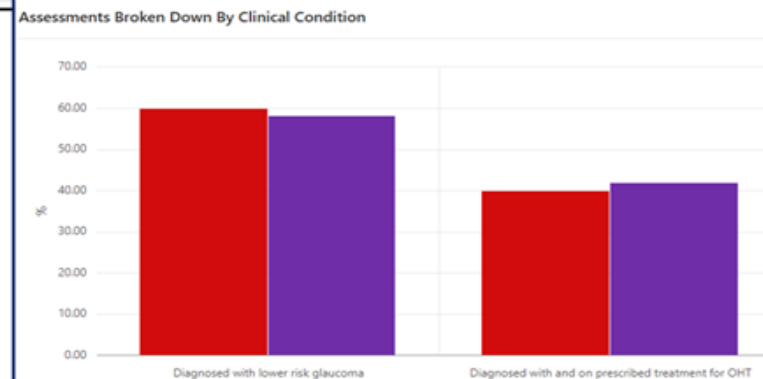
### Scotland Average

$$\text{Average Assessments per Clinician} = \frac{\text{Total assessments per condition}}{\text{Total Scotland Clinicians}}$$

$$\text{Percentage of Total Assessments} = \frac{\text{Scotland Assessments for Condition}}{\text{Total Scotland Assessments}} * 100$$

### Clinician

$$\text{Clinician Percentage of Total} = \frac{\text{Assessment for Condition}}{\text{Total Paid Assessments}} * 100$$



## Total Assessments by Assessment Type

This chart provides information relating to total assessments broken down by assessment type based on data **at the end of the selected reporting period**. You can hover over a report figure or heading to view additional information about the calculation of data displayed.

| Total assessments (during reporting period) broken down by assessment type | Clinician             |                                 | Scotland Average                  |                                 |
|----------------------------------------------------------------------------|-----------------------|---------------------------------|-----------------------------------|---------------------------------|
|                                                                            | Number of assessments | Percentage of Total Assessments | Average assessments per clinician | Percentage of Total Assessments |
| Primary                                                                    | 3                     | 60.000%                         | 3.029                             | 84.462%                         |
| Supplementary                                                              | 2                     | 40.000%                         | 0.557                             | 15.538%                         |
| <b>Total assessments in reporting period</b>                               | <b>5</b>              | <b>100.000</b>                  | <b>3.586</b>                      | <b>100.000</b>                  |

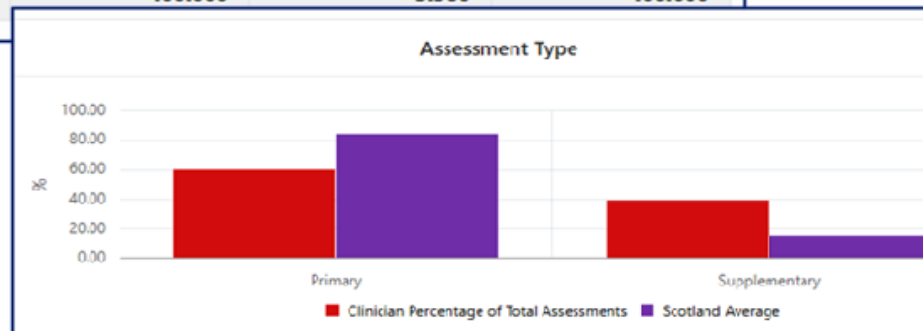
### Scotland Average

$$\text{Average Assessments per Clinician} = \frac{\text{Total assessments per type}}{\text{Total Scotland Clinicians}}$$

$$\text{Percentage of Total Assessments} = \frac{\text{Scotland Assessments for Type}}{\text{Total Scotland Assessments}} * 100$$

### Clinician

$$\text{Clinician Percentage of Total} = \frac{\text{Paid Assessments for Type}}{\text{Total Paid Assessments}} * 100$$



## Total Assessments by outcome of Primary Assessment

This chart provides information relating to total assessments broken down by outcome of primary assessment based on data from **active clinicians at the end of the selected reporting period**.

|                                                                                           | Clinician                                |                                 | Scotland Average                                 |                                 |
|-------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------|--------------------------------------------------|---------------------------------|
| Total assessments (during reporting period) broken down by outcome of primary assessments | Number of primary assessments by outcome | Percentage of total assessments | Average number of primary assessments by outcome | Percentage of total assessments |
| Recall - CGS Primary                                                                      | 3                                        | 60.000%                         | 2.529                                            | 70.518%                         |
| Recall - CGS Supplementary                                                                | 0                                        | 0.000%                          | 0.557                                            | 15.538%                         |
| Refer to GP                                                                               | 0                                        | 0.000%                          | 0.014                                            | 0.398%                          |
| Refer to Another Optometrist                                                              | 0                                        | 0.000%                          | 0.014                                            | 0.398%                          |
| Refer to Secondary Care / Hospital                                                        | 0                                        | 0.000%                          | 0.057                                            | 1.594%                          |
| <b>Total</b>                                                                              | <b>3</b>                                 | <b>60.000</b>                   | <b>3.171</b>                                     | <b>88.446</b>                   |

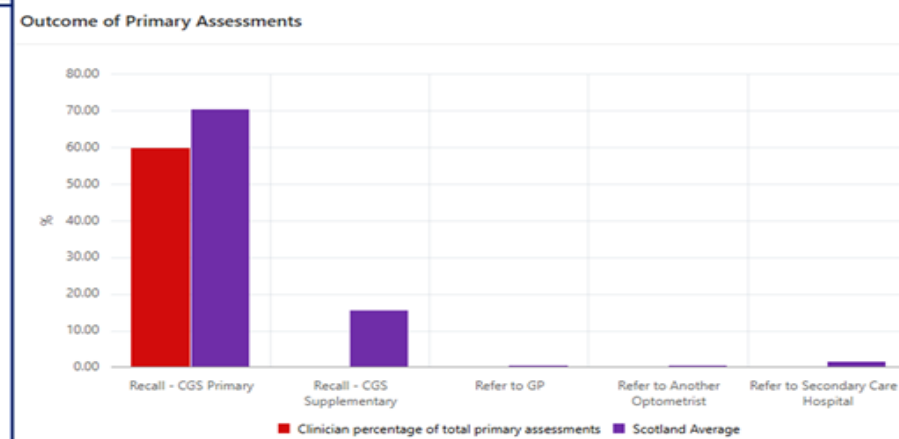
### Scotland Average

$$\text{Average Primary Assessments by outcome} = \frac{\text{Total Scotland Primary with Outcome}}{\text{Total Scotland Clinicians}}$$

$$\text{Percentage Assessments} = \frac{\text{Total Scotland Primary with Outcome}}{\text{Total Scotland Assessments}} * 100$$

### Clinician

$$\text{Clinician Percentage of Total} = \frac{\text{Total Clinician Primary with Outcome}}{\text{Total Clinician Paid Assessments}} * 100$$



**Note: Some assessments can record more than one outcome, and totals can therefore add up to more than 100%**

## Total Assessments by outcome of Supplementary Assessment

This section provides information relating to total assessments broken down to outcome of supplementary assessment based on data from **active clinicians at the end of the selected reporting period.**

|                                                                                                 | Clinician                                      |                                 | Scotland Average                                       |                                 |
|-------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------|--------------------------------------------------------|---------------------------------|
| Total assessments (during reporting period) broken down by outcome of supplementary assessments | Number of supplementary assessments by outcome | Percentage of total assessments | Average number of supplementary assessments by outcome | Percentage of total assessments |
| Recall - CGS Primary                                                                            | 2                                              | 40.000%                         | 0.443                                                  | 12.351%                         |
| Recall - CGS Supplementary                                                                      | 0                                              | 0.000%                          | 0.114                                                  | 3.187%                          |
| Refer to GP                                                                                     | 0                                              | 0.000%                          | 0.000                                                  | 0.000%                          |
| Refer to Another Optometrist                                                                    | 0                                              | 0.000%                          | 0.000                                                  | 0.000%                          |
| Refer to Secondary Care / Hospital                                                              | 0                                              | 0.000%                          | 0.014                                                  | 0.398%                          |
| <b>Total</b>                                                                                    | <b>2</b>                                       | <b>40.000</b>                   | <b>0.571</b>                                           | <b>15.936</b>                   |

### Scotland Average

*Average Supplementary Assessments by outcome =*  

$$\frac{\text{Total Scotland Supplementary with Outcome}}{\text{Total Scotland Clinicians}}$$

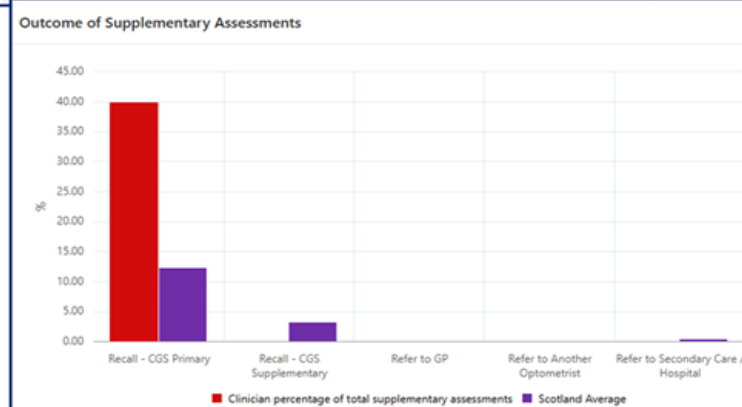
*Percentage Assessments =*  

$$\frac{\text{Total Scotland Primary with Outcome}}{\text{Total Scotland Assessments}} * 100$$

### Clinician

*Clinician Percentage of Total =*  

$$\frac{\text{Total Clinician Supplementary with Outcome}}{\text{Total Clinician Paid Assessments}} * 100$$



**Note: Some assessments can record more than one outcome, and totals can therefore add up to more than 100%**

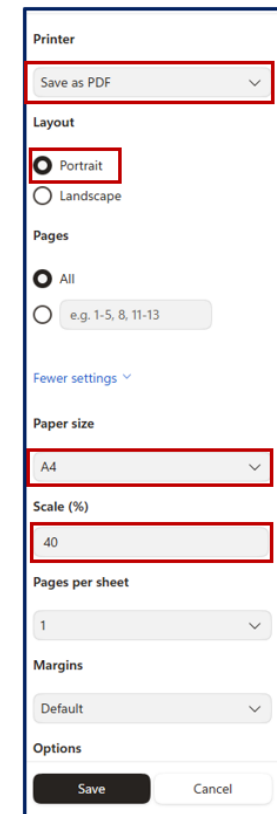
## How to save the Report as PDF



Select **Print/Save as PDF** at top right-hand side of screen or the print icon on the left-hand side of the screen. Please note that it may take a few seconds before the print screen appears.



Once the Print Screen appears, select 'Save as PDF' under Printer. Ensure 'Portrait' is selected under Layout, and select 'A4' for Paper Size. You will need to ensure that the Scale (%) is set to 40. You may need to select 'More settings' to see this option.

A screenshot of a print settings dialog box. It contains several sections: 'Printer' with a dropdown set to 'Save as PDF'; 'Layout' with radio buttons for 'Portrait' (selected) and 'Landscape'; 'Pages' with radio buttons for 'All' (selected) and a range option; 'Fewer settings' link; 'Paper size' dropdown set to 'A4'; 'Scale (%)' dropdown set to '40'; 'Pages per sheet' dropdown set to '1'; 'Margins' dropdown set to 'Default'; and 'Options' with 'Save' and 'Cancel' buttons.