

**Public Services Delivery
Scotland**

**CGS Accredited Provider
Profile Report Guidance**
Primary Care Activity Reporting System

CGS Accredited Provider Report

The report allows CGS accredited providers (APs) to compare data relating to their patient registrations, claimed clinical conditions, patient age ranges and deregistration activity against Scotland-wide AP figures for the same reporting period. This report is provider-focused rather than clinician-focused. Registration figures are calculated at provider/payment location code (PLC) level and are independent of selected ophthalmic list numbers (OLNs).

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

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.

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

The screenshot shows the 'Primary Care Activity Reporting System' dashboard. At the top, a blue header bar contains the system name on the left and a user profile 'test48034@nhs.scot' with a 'Print/Save as PDF' icon on the right. A dark blue sidebar on the left has a 'Home' link at the top and a 'CGS: Provider' link below it, which is highlighted with a red rectangle. The main content area has a light gray background and a large heading 'Welcome to the Primary Care Activity Reporting System'. Below the heading are four white boxes with blue icons: 'Reports' (bar chart icon), 'Guidance' (book icon), 'Help & Support' (question mark icon), and 'About this system' (info icon). Each box contains a brief description of its function.

Primary Care Activity Reporting System

test48034@nhs.scot Print/Save as PDF

Home

CGS: Provider

Welcome to the Primary Care Activity Reporting System

Reports

Access and run your reports using the left-hand navigation menu.

Guidance

View step-by-step instructions and supporting guidance on the Ophthalmic Enhanced Services section of our web site.

Help & Support

Need assistance or experiencing an issue?
Contact nss.psdophthalmic@nhs.scot

About this system

Primary Care Reporting System for accessing and managing reports.

Public Services Delivery Scotland

Accredited Provider Details.

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

APs with only one PLC

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

APs with multiple PLCs

If the Accredited provider is responsible for multiple location codes, you must **select the relevant PLC(s) from the drop-down menu**. Once the PLC(s) is selected, the associated practice details will be automatically populated. **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. When more than one PLC is selected, the second PLC is cut off in the Payment Location Code field when the Print button is selected.

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 any selected reporting month does not yet have an associated payment schedule report available, no data will be returned and the report will show zeros. For example, at the start of October, September and October may both return no data as the September payment schedule report will be available in mid-October and the October payment schedule report will be available in mid-November.

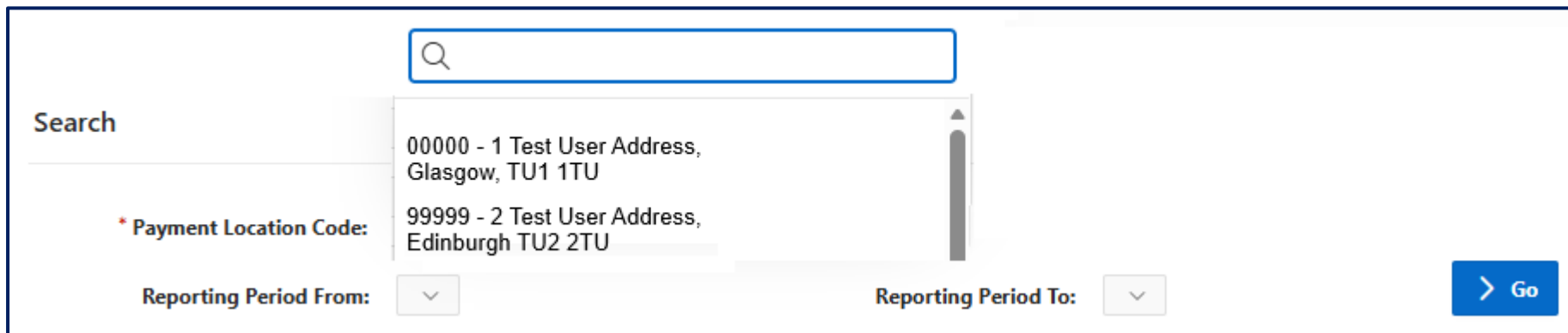
You may select a single month from the drop down, or a range of months. Only whole payment periods (schedule months) can be selected.

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 Provider, no data will be returned.



Search

* Payment Location Code:

Reporting Period From:

Reporting Period To:

> Go

Patient Registration by Clinical Condition

The first chart provides registration information 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.

Cancelled registrations are not included.

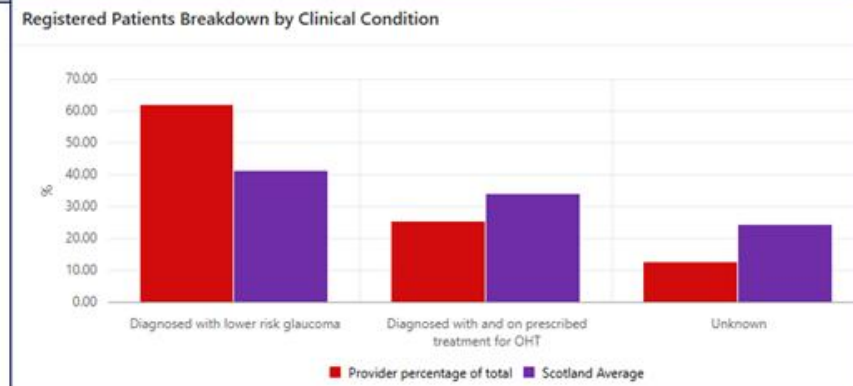
If a patient has been registered but not yet had an assessment, or their assessment has not been paid this will be reported as **“Unknown”**.

Total patients registered in Scotland as at 30 April 2026: 2196				
Registered Patients (as at end of the reporting period) Breakdown by Clinical Condition	Provider		Scotland Average	
	Number of patients	Percentage of Total	Average number of patients	Percentage of Total Registrations
Diagnosed with lower risk glaucoma	39	61.905%	10.558	41.348%
Diagnosed with and on prescribed treatment for OHT	16	25.397%	8.698	34.062%
Unknown	8	12.698%	6.279	24.590%
Total	63	100.000	25.535	100.000

$$\text{Provider Percentage of Total} = \frac{\text{Patients with Condition}}{\text{Total Registered Patients}} * 100$$

$$\text{Scotland Average Percentage of Total} = \frac{\text{Scotland Patients with Condition}}{\text{Total Scotland Registered Patients}} * 100$$

$$\text{Scotland Average number of patients} = \frac{\text{Total number of registered patients per condition}}{\text{Total number of providers in Scotland}}$$



Registration by Age Band

This chart provides information relating to patient registration broken down by age band. You can hover over a report figure or heading to view additional information about the calculation of data displayed.

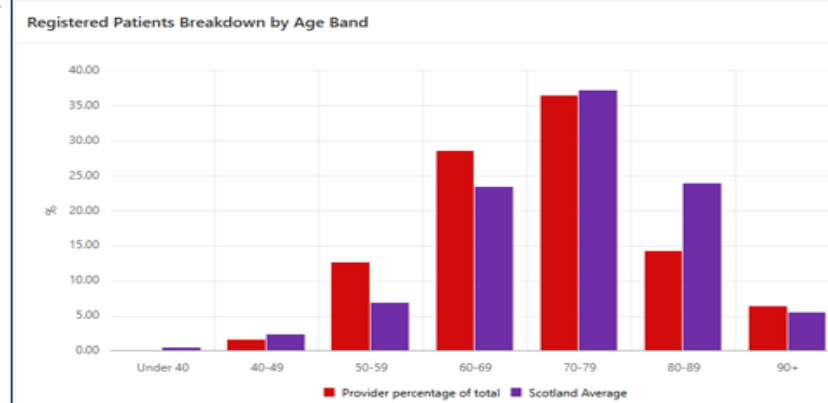
The data is calculated based on information **at the end of the selected reporting period**.

Registered Patients (as at end of the reporting period) Breakdown by Age Band	Provider		Scotland Average	
	Number of patients	Percentage of Registrations	Average number of patients	Percentage of Registrations
Under 40	0	0.000%	0.140	0.546%
40-49	1	1.587%	0.605	2.368%
50-59	8	12.698%	1.756	6.876%
60-69	18	28.571%	5.988	23.452%
70-79	23	36.508%	9.523	37.295%
80-89	9	14.286%	6.105	23.907%
90+	4	6.349%	1.419	5.556%
Total	63	99.999	25.536	100.000

$$\text{Scotland Average Percentage of Total} = \frac{\text{Scotland Total Patients in Age Band}}{\text{Total Scotland Registered Patients}} * 100$$

$$\text{Scotland Average number of patients} = \frac{\text{Total number of registered patients in Age Band}}{\text{Total number of providers in Scotland}}$$

$$\text{Provider Percentage of Total} = \frac{\text{Patients in Age Band}}{\text{Total Registered Patients}} * 100$$



Patient Deregistration by Reason

This chart provides information relating to patient deregistration broken down by reason. You can hover over a report figure or heading to view additional information about the calculation of data displayed. This chart reports the deregistration data based on the total registered patients **at the start of the selected reporting period**. Cancelled registrations are not included.

Total patients deregistered in Scotland during reporting period: 29				
	Provider		Scotland Average	
Deregistered patients (during reporting period) breakdown by reason	Number of patients	Percentage of Deregistrations relative to total registered patients	Average number of patients	Percentage of Deregistrations relative to total registered patients
Patient has died	0	0.000%	0.035	0.157%
Patient has moved out of Scotland	1	1.613%	0.012	0.052%
Patient has moved out of UK (Embarked)	0	0.000%	0.000	0.000%
No longer meets clinical criteria- Referred to HES	2	3.226%	0.047	0.210%
No longer meets clinical criteria- Moved to GOS	0	0.000%	0.000	0.000%
Informed Dissent	0	0.000%	0.000	0.000%
Irrevocable breakdown in relationship with patient	0	0.000%	0.000	0.000%
Patient failed to engage with provider	0	0.000%	0.000	0.000%
Patient committed an act of violence to staff	0	0.000%	0.000	0.000%
Patient has moved to another CGS Provider	0	0.000%	0.012	0.052%
Provider withdrawn provision of CGS - Reallocated	0	0.000%	0.233	1.048%
Provider withdrawn provision of CGS - Moved to HES	0	0.000%	0.000	0.000%
Cancelled registration due to incorrect submission	0	0.000%	0.000	0.000%
Total	3	4.839	0.339	1.519

$$\text{Provider Percentage of Deregistrations} = \frac{\text{Deregistration for reason}}{\text{Total Registered Patients at start of period}} * 100$$

$$\text{Scotland Average number of patients} = \frac{\text{Total number of registered patients in Age Band}}{\text{Total number of providers in Scotland at start of period}}$$

$$\text{Scotland Percentage of Deregistrations} = \frac{\text{Scotland Total Deregistration for reason}}{\text{Total Scotland Registered Patients at start of period}} * 100$$

* Note: The Scotland Percentage of Deregistrations is based on the total registrations, **not the total deregistrations**. It will therefore not add up to 100%, as shown in example.

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.

When more than one PLC is selected, only part of the second PLC is displayed in the Payment Location Code field when the Print button is selected.

Printer

Save as PDF

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Fewer settings

Paper size

A4

Scale (%)

40

Pages per sheet

1

Margins

Default

Options

Save Cancel