



Ophthalmic Schedule Communications



November
2021

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

Mail delivery guide

When sending anything to us by post, please make sure you check our [mail delivery guide](#) to make sure you are sending items to the correct address. It is possible to email most enquiries to us if you have a secure NHS.scot email, check the guide for full details.

Please note that **no mail** should be sent to our offices at Bain Square in Livingston.

Please dispose of any envelopes you have in stock which are addressed to:

Practitioner Services
Bain Square
3 Bain Square
Livingston
EH54 7DQ

Payment for postage

If practices underpay or do not pay for postage, we will not accept these items. Any mail which does not have the correct postage paid will be refused and returned if there is a return address.

Helpdesk festive opening hours

Please note the following helpdesk opening hours over the Christmas and New Year period:

Date	Helpdesk opening times
Friday 24 December 2021	8.30am – 12pm
Monday 27 December 2021	Closed
Tuesday 28 December 2021	Closed
Wednesday 29 December 2021	8.30am – 4.30pm
Thursday 30 December 2021	8.30am – 4.30pm
Friday 31 December 2021	8.30am – 12pm
Monday 3 January 2022	Closed
Tuesday 4 January 2022	Closed
Wednesday 5 January 2022	8.30am – 4.30pm
Thursday 6 January 2022	8.30am – 4.30pm
Friday 7 January 2022	8.30am – 4pm

Claim cut-off dates – November paid December Schedule

Electronic: Sunday 12 December 2021 5pm

Post (HES forms only): Tuesday 30 November 2021 4.30pm

Telephone: 0131 2756200 Email: NSS.psdophthalmic@nhs.scot

Website: nss.nhs.scot/ophthalmic-services