



**Ophthalmic
Schedule
Communications**



**December
2021**

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

eSchedules - keep your details up to date

If you wish to register, amend or close your monthly online report account please complete the appropriate [Online Registration Form](#). This will allow us to update your details to make sure your practice can continue to access the online reports.

If your email address has changed since registering please email your old and new email address with your username to:

nss.psdophthalmic@nhs.scot

Submitting vouchers after closing a practice

If you are closing a practice make sure you submit all GOS claims before the resignation date of the payment location code (PLC). Once the practice is closed and the PLC is resigned you will be unable to submit claims for payment.

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

**WE WOULD LIKE TO WISH YOU AND YOUR TEAM A VERY
MERRY CHRISTMAS AND A HAPPY NEW YEAR!**

Claim cut-off dates – December paid January Schedule

Electronic: Tuesday 11 January 2022 5pm

Post (HES forms only): Friday 24 December 2021 4pm

Telephone: 0131 2756200

Email: NSS.psdophthalmic@nhs.scot

Website: nss.nhs.scot/ophthalmic-services