



Ophthalmic Schedule Communications

May paid June
2025

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

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

June paid July 2025 cut-off date: TBC

PCA(O)2025(03)

[PCA\(O\)2025\(03\)](#) provides information and guidance on Continuing Professional Development (CPD) allowance claim process.

Continuing Professional Development (CPD) allowance

The CPD form is now hosted on the eOphthalmic system, which will enable you to enter your details directly onto a secure web form and submit them directly to us. This form is open **between Sunday 1 June and Thursday 31 July 2025 inclusive.**

Please see our detailed [CPD instructions](#) on how to submit your claim.

Please also take the time to read [PCA\(O\)2025\(03\)](#) which covers the CPD allowance claim process.

If you do not have an eOphthalmic account yet, please visit [this page](#) to access all the relevant details and forms to apply for an account. Please note that if access to eOphthalmic is required only for CPD, you will need to state this within the email containing the form.

If you already have an eOphthalmic web form account, you will use the same eOphthalmic log on details to access and submit the new CPD allowance claim form. If you have an account but are unable to log on to the eOphthalmic system (e.g. your account is locked) please contact the Ophthalmic Helpdesk by emailing nss.psdophthalmic@nhs.scot or telephone 0345 034 2458.

Please note that if you haven't signed in to eOphthalmic in more than 3 months your password may have expired. If this is the case, please sign in to [eOphthalmic web forms](#) to set a new password.

If your claims are submitted automatically via your Practice Management System (PMS), you must set up a user account for the eOphthalmic system to be able to access and submit the new CPD allowance claim form. In order for you to access and submit the new CPD allowance claim form, we would advise that you complete and submit the relevant application forms now. Further information on how to do this can be found on [this page](#).

To access the claim form, please log in via the following web address:
<https://digitalwebforms.mhs.scot.nhs.uk>.

Please note that under no circumstances will any CPD allowance claims received by NSS after Thursday 31 July be accepted. Practitioners are advised to submit their CPD allowance claim in good time ahead of this date, and to read the above guidance.

Reminder: Adding locums to a payment location number

Existing users that require a new store's payment location number to be added to their account must ask the **store staff** or **store manager** to phone or email us to authorise its addition.

If emailing, the email must contain the username and a clear request to add the payment location number to the account. The email must also have a signature showing clearly who the requestor is and their place of work.

We cannot accept the requests directly from the account user.

Providing patient identifiable information in emails

Patient identifiable (PI) information should always be sent from an NHS email which has additional encryption making sure the information is safe. Please note that we cannot process any PI information received from a non-NHS email, and we also cannot send any PI details to a non-NHS email.

If we receive PI data from a non-NHS email, we will send a separate email to advise that the respondent will have to resend their enquiry using an NHS email. You will also note that any email correspondence with PSD that contains PI data, will be labelled as: **OFFICIAL-SENSITIVE**

Telephone: 0345 034 2458 | email:
NSS.psdophthalmic@nhs.scot

Visit [Ophthalmic services page on the NSS website](#)

Visit [Scotland's national website for eyecare services and eye health information – For the public For professionals](#)

