



Dental Schedule Communications

September
paid
October
2025

Welcome to the Schedule Communications where you will find all our latest news and useful information.

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

October paid November 2025 cut-off date: Thursday 6th November

PCA(D)(2025)04

This PCA advises on:

- Item 1-(c) Unscheduled care assessment and treatment
- Item 2-(b) Fissure sealants.

This amendment will be effective from 1 November 2025.

You can access PCA(D)202504 [here](#).

Practitioner Profiles

On the 15th of August we announced the launch of the Beta version of Dental Practitioner Profile reports for general dentists and orthodontic specialists. We are pleased to announce that the full testing for this service has now been completed.

These reports will appear alongside your current eSchedule reports in Business Objects for General Dental and Orthodontic Practitioners. Practitioners will therefore not need to do anything to gain access to these reports if they already have access to their eSchedules. Sending reports twice yearly will now stop, as practitioners can run these reports on demand for any time period since November 2023. We would encourage practitioners to run these reports regularly to gain insight and understanding of their payments, and clinical practice to understand the variation in treatment provisions.

Please remember that practice-based access to Practitioner Profiles for both General Dental and Orthodontic Practitioners **will only be available to the individual practitioner**, and not

the eSchedule contact within a practice. The eSchedule contact will only have access to their own reports. Profile reports can also be run by Practitioner Services and provided to NHS Boards and NHS Education for Scotland.

For guidance on using eSchedules to access your Practitioner Profile, please see our website:

<https://www.nss.nhs.scot/dental-services/online-reports/manage-and-understand-practitioner-profile-reports/>

If you have any questions or feedback about these reports, please contact Practitioner Services at: nss.psddental@nhs.scot

Claiming for Study Models (Reminder)

As per SDR Section I – Oral Health Examination and Diagnosis, item 1-(f) Study Models (per set) – only one set of study models can be claimed for general dentistry on a GP17-1 form.

Two sets of study models can only be claimed for orthodontic treatment, which must be submitted on a GP17-O form.

eSchedules Access and Password Reset

If you are receiving an access error when trying to open your eSchedule reports, you may need to change your password. Sometimes you will still be able to log into the account, however, it will not allow you to run any reports due to an error stating that your account is locked or access is denied. Please see instructions below on how to change your password.

Change or reset your eSchedules Password

If you need to change/reset your eSchedule password, you can visit the login screen on the [Directory Information System](#) website.

D4 Forms to be Completed Digitally

As you know, following any course of general dental treatment, your patients may be called on to attend a Dental Reference Officer review examination with the Scottish Dental Reference Service (SDRS). The patient must then organise an appointment time and date with our SDRS team. Once the appointment has been arranged, you will be sent a D4 Post Treatment Declaration form to complete ahead of that appointment. The D4 form will be sent to your personal nhs.scot email address in an editable PDF document.

Please download and complete the form **digitally** by typing directly into the document. Please save the completed form and return it by email to nss.sdrs@nhs.scot

Please do **not** complete the form by hand and return an image of the form to us.

Request for practice or practice manager email addresses

We are collating a list of practice and/or practice manager email addresses for any important or urgent updates pertaining to your practice.

We would like your help in providing us with your practice email, or your practice manager's email. You can do this by emailing us this information at nss.psddental@nhs.scot.

Please include the following when emailing us:

- The Location Number
- Full Name and address of the practice
- Email contact for the practice

Thank you to everyone who has already provided this information.

Reminder – Orthodontic Specialists Cannot Register Patients

A GP17-O should be submitted as follows:

Initial Claim Type	Type of Claim
Ortho Referral	5

A GP17-1 should be submitted as follows:

Initial Claim Type	Type of Claim
Patient registered within practice	2
Patient registered outwith practice	3

Patients should NOT be registered as below as this creates a registration on their Orthodontic list number.

Initial Claim Type	Type of Claim
Registration/Roll On	1



Telephone: 0345 034 2458 | e-mail: nss.psddental@nhs.scot

Visit [NSS Practitioner Dental Services](#)

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