**CLINIC WALK-IN PATHWAY**

1. Patients Details

When arranging to see an extra patient in the clinic, please record

the following information:

• Name

• DOB

• Address

• GP details, if possible

2. Referral letter

Ask the patient to bring a copy of the referral letter, if applicable

3. Inform medical records

This means the patient can be registered and a set of notes made

up before their appointment

• Between 08.00-17.00 – call Clinic reception (ex 6720)

• Between 17.00-20.00 – call A&E Reception (ex 6779)

4. Walk-in book

The patients details will be recorded in the Clinic Walk-in book by

reception / medical records staff including:

• time of appointment

• which clinic the patient will be attending

• which doctor

• other comments: dilating drops / B-scan etc

5. Patient’s arrival

It may be easier to ask patient to arrive after 09.30 so that

registration and making up notes can be completed before their arrival.