

PROCEDURE INFORMATION DOCUMENT

CDDFT PROCEDURE FOR FORWARDING REFERRALS TO CONSULTANTS

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Table of revisions

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County Durham and Darlington NHS Foundation Trust

CENTRAL APPOINTMENTS DEPARTMENT

Procedure Note for: **Forwarding letters to Consultants for prioritisation – manual referrals**

Standard: All referral letters must be ready for collection at the appropriate time

1. When the referral letters have been registered, they should be sent to the relevant consultant to be prioritised.
2. The number of letters sent to each consultant should be recorded on a pro-forma Appendix 1, which is attached to the front of the referral letters.
3. The letters should be put in a separate bag for each Consultant, and addressed clearly. An updated list of addresses for all Consultants should be kept in the appointments office.
4. **NORTH** - The bags should be put in a postal sack, and should go on the van daily.
5. When the post clerk is not on duty, the appointments clerks should ensure that this is done.
6. **SOUTH**
BAGH referral letters to be bagged for collection by courier for 12 noon.
DMH referral letters to be enveloped for 2.00pm and taken to the Post Room for collection by Secretaries.

