



# University College of Osteopathy Clinic

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## GUIDANCE FOR THE USE OF EMERGENCY REFERRAL FORM

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The form below should only be used when a patient is being sent directly from the UCO clinic to a hospital Accident and Emergency (A&E) department.

This should be for medical emergencies only or where immediate investigation is required.

Once this form has been completed it should be signed by the appropriate Tutor and Team Leader. If a Team Leader is not available, then a Tutor's signature is sufficient.

The original should then be photocopied with the patient taking the original and the photocopy being placed in the patients file.

The Reception Manager should be notified of the letter being sent out and a patient being sent to A&E, so that a record can be kept.

If a patient is being referred to their GP, then a letter should be written in the normal manner. Further information can be found in the letter writing policy document.