

Surgery Booking Checklist

Guide for General Practice Surgeries

All General Practices working with Keylocums are advised to:

Be specific about your requirements

Will you require visits, administration, on-call?

Plan ahead

Give Key Locums as much notice as possible to ensure you are not disappointed.

Specify which computer system is used

Confirm all the requirements

Check that all requirements are correct and contact Key Locums if any changes are to be made.

Have a locum information pack ready

- Important numbers and extension numbers within the practice
- Include numbers for safeguarding children and adult services
- All relevant forms including pathology, radiology and fit notes
- Information on how to refer patients by choose and book and also letter dictation or other means
- Prescription pad just in case the printer isn't working
- Headed notepaper and envelopes for emergency referrals and handwritten correspondence