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|  | **ED RECEPTION**  **Urology Clinic Appointments SOP** |
| **1** | **Email a referral to the Urology Secretaries** in the below format.  Email address to send to: **urologysecs@cht.nhs.uk**  The template for Urology referral emails can be found in the ED Reception Email Templates document on EMBEDS. |
| **2** | Take care to ensure that you enter the required information (highlighted in yellow) accurately. |