|  |  |
| --- | --- |
|  | **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.  |