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|  | **ED RECEPTION**  **VFC - No Slots Available SOP**  **When a patient has been referred for VFC but there are no slots available within 3 calendar days, follow below protocol.** |
| **1** | Email a referral to the Appointment Centre Phones Team using the format below. |
| **2** | The email address to send to is **phones.team@cht.nhs.uk** |
| **3** | Ensure that the information you enter is accurate. |