

## PCC Reception Sign Off Sheet

Trainee Name:

Trainers Name:

	Date Completed	Trainee Signature	Trainer Signature
Collect keys / open up			
Signing In			
Fire Procedure			
Customer Care			
Prescription management			
Receive a call; checking demographics			
Postcode search			
Nurse streamer referral			
A&E Diversion			
Walk-In patient (letter/leaflet)			
MIU Referral			
Ward Referrals			
INT patients			
Private pts and pts from overseas			
Multiple patients			
Record patient arrival			
View case tracking			
Case search/patient search			
Modify/case edit			
View GP/Surgery details			
Print a case			
DNA			
Patient leaving centre before consultation			
Patient left centre when called			
Managing the waiting room			
Screen lock			
Record patient waiting times			
Locking up / return keys			