

# **BADGER VISITOR PROCEDURE**

## **REMOTE URGENT TREATMENT CENTRES**

### **GUIDE FOR RECEPTION STAFF**

- **Welcome the visitor(s) to the Primary Care Centre.**
- **Establish purpose of the visit.**
- **Request and check identification of visitor(s).**
- **Confirm name of staff member being visited.**
- **Request and check identification of visitor(s).**
- **Complete the Visitor Attendance Sheet and record details including time of arrival and registration number of vehicle.**
- **Complete a 'Confidentiality Undertaking' form for each visitor in full.**
- **Contact the member of staff being visited and request them to collect their visitor from reception.**
- **Upon conclusion of the visit record the time of leaving on the Visitor Attendance Sheet and escort the visitor from the Primary Care Centre.**