

## Step by Step Referral Guide

### STEP 1

You (the referrer) identify the need for your patient to have a scan or test.

### STEP 2

You complete the appropriate referral form and send to the Patient Referral Centre (PRC) by post, fax or email. Indirect Choose & Book is also available for some services.

### STEP 3

The PRC will contact the patient within 6 working days to book an appointment within **13 working days** from the referral date.

### STEP 4

Details of the appointment are posted to the patient with directions and patient information leaflets. Patient attends their appointment.

### STEP 5

You will receive the report by email within 2 working days following their appointment, or a hard copy (faxed to the referrer) within 4 working days. A CD of the scan is available on request only.