



GP Urgent Care Network Pilot - Checklist

ABOUT THE GP URGENT CARE NETWORK PILOT (GPUCNP)	Person responsible	Date completed
Introduction to GPUCNP to doctors and team		
Discuss practice procedures for management of Urgent Care patients		
PRACTICE MANAGER	Person responsible	Date completed
Signage received and positioned (when available)		
Update information and logo on practice website and social media		
Process for creating Urgent Care appointments with HealthEngine and/or HotDoc		
PRACTICE ADMINISTRATION	Person responsible	Date completed
Process for triage – defined for GPUCNP		
Practice agreement on billing GPUCNP, communicated to relevant staff		
Process for handling medical emergencies		
Process for management of online appointments		
Process for management of walk-ins		
Protocol for archiving Urgent Care patients		
Protocol for pathology and radiology referrals for GPUCNP		
PRACTICE NURSE	Person responsible	Date completed
Review treatment room equipment and supplies		
Orientation for GPs on treatment room (if required)		
Handover and Evaluation process	Person responsible	Date completed
Install MEDrefer application		
Train GPs on handover form and use of MEDrefer		
Process for ensuring completion of handover form		