

Apply Sticky Label or Write Name & CHI
Here _____

Staple the X-ray Report
here until actioned then It can be
subsequently filed in the card as
required – The report is on Portal
with this scanned document

CLYDE EMERGENCY DEPARTMENTS XRAY REPORT ACTION FORM

Immediate Action

Date..... Time Doctor

- 1. Patient contacted by phone
- 2. Message left regarding recall
- 3. Patient contacted by letter
- 4. No action required
- 5. Forward report to Specialty Consultant or copy to GP

Confirm Additional Plan Here:

Final Communication by Dictation or TRAK

Date Time Doctor

- 1. GP letter re report outlining no action required
- 2. GP letter outlining follow up by GP
- 3. GP letter after recall outlining further treatment and/or referral
- 4. Forward report to specialty Consultant with cover note to action
- 5. Trak letter ammended
- 6. No additional communication required

**Once issues resolved complete form & reception will scan to
portal. Scanned forms to be kept in box file in ED reception**