Completing a UCC letter

Expanse
usable | workable | safe
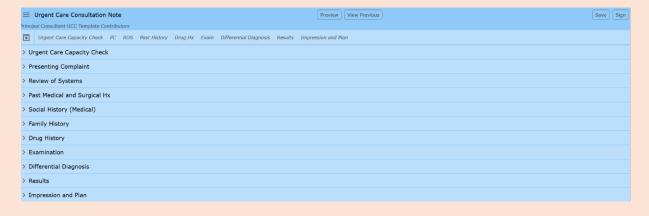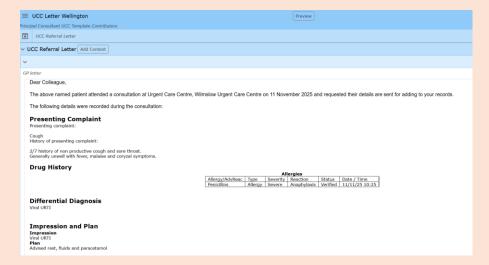
1. Complete the Urgent Care Consultation Note

- Ensure all mandatory fields are completed (denoted by the red asterisks)
- Sign the document to file it in the Provider Notes tab

2. Open the UCC letter PDOC

- Type UCC Letter and pick the correct PDOC for your facility
- Ensure you add your GMC number to the mandatory field
- Copy and paste the relevant information from the saved Urgent Care Consultant Note into the UCC letter
- If the field contains a **table,** such as the Allergies section below, **you must copy and paste this separately** to the rest of the text to avoid distorting the format of the letter

- The signed letter will be filed in the Provider Notes tab
- Open the letter and click on the Printer icon in the top right-hand corner to either print the document or save as a PDF
- The HCA branded header and footer will appear on printing.