

Completing a UCC letter

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

The screenshot shows the 'Urgent Care Consultation Note' form. At the top, there are tabs for 'Urgent Care Capacity Check', 'PC', 'ROS', 'Past History', 'Drug Hx', 'Exam', 'Differential Diagnosis', 'Results', and 'Impression and Plan'. The 'Urgent Care Capacity Check' tab is selected. Below the tabs, there is a list of sections with expandable arrows: 'Urgent Care Capacity Check', 'Presenting Complaint', 'Review of Systems', 'Past Medical and Surgical Hx', 'Social History (Medical)', 'Family History', 'Drug History', 'Examination', 'Differential Diagnosis', 'Results', and 'Impression and Plan'.

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 screenshot shows the 'UCC Letter PDOC' form. At the top, there are tabs for 'UCC Referral Letter' and 'Add Content'. The 'UCC Referral Letter' tab is selected. Below the tabs, there is a section for 'GP letter' with a 'Dear Colleague,' salutation. The text states: 'The above named patient attended a consultation at Urgent Care Centre, Wilmslow Urgent Care Centre on 11 November 2025 and requested their details are sent for adding to your records. The following details were recorded during the consultation:'. Below this, there are sections for 'Presenting Complaint', 'Drug History', 'Differential Diagnosis', and 'Impression and Plan'. The 'Allergies' section is highlighted with a table.

Allergies					
Allergy/Adverse	Type	Severity	Reaction	Status	Date / Time
Penicillins	Allergy	Severe	Anaphylaxis	Verified	11/11/25 10:25

- 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.