

**CO-ORDINATORS CHECK LIST Nov 2020**

Caller's Name

Address and phone number

How can we help?

**IF TRANSPORT OUTSIDE THE VILLAGE**

Explain about the new charging system

Do you have a bus pass? If yes, take number & date it expires.

**Details of booking**

Date, place and time of appointment?

Suggested pick up time?

How long will it take?

Mobility problem/Mobility aids?

Is anyone accompanying you?

Would you like a WGNS chaperone?

If you are able, put a completed 'client's confirmation of booking form' through the client's letterbox.

**If the client wants transport to Oakham surgery or hospital as an outpatient:**

Once you have found a driver, ask them the make, model & colour of their car.

Ring the client back and pass on these details.

**The client** must pass these details on to the practice/hospital before the visit.

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