Instructions:

- Please fill in today's date above and *record ALL telephone calls received today* on this log.
- Use one row per telephone call received. Fill in your initials and use a tick (✓) in columns ❶ and/or ❷ and/or ❸, depending on the nature of the call.
- Complete each row according to what the patient requested not what they received.

Your Initials	Time of phone call ⏲	Is the patient…		
		❶ Asking to **see** (face-to-face) a **GP or NP today**?	❷ Asking to **see** (face-to-face) a **GP another day**?	❸ Phoning for **any other reason** e.g. home visit, telephone appt, practice nurse appt, test results
JS	9:06	✓		

Please fax this sheet to [fax number] and keep this copy for collection later on. *Thank you!* If you have any queries please contact [name] on [telephone number] or [email address]