





After-hours access information for providers

Use this checklist to consider what information you are providing to a health service provider if they need to visit after hours. This may be helpful to new visitors, new service arrangements, and to new staff that need to communicate vital access information.

Some example considerations	
	Who are the best contacts for after-hours site access?
	Which road is best to come from to access your site?
	Is there dedicated parking? Where is it?
	Which part of the building do they enter from if not reception?
	Are there security access features such as door swipe or pin codes?
	Consider an access map that can be shared with providers
	You may consider a simple document with vital access information to pass onto your service providers.
	Click here to view the template example; you can edit the text and include a map and reformat as you desire.

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