

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