

Procedures for filling in the BUS Form

- Print in capitals or type.
- Use black ink.
- Ensure patient's name is spelt correctly (note maiden name if relevant).
- Ensure patient's phone number is correct and include a mobile number if possible.
- Use NHS No. or Hospital No. if known.
- The patient's name can be included as the fax goes to a safe haven.
- Print or type your practice details including practice name and phone number - DO NOT USE A RUBBER STAMP.
- Ask the patient if they can get to Stoke Mandeville Hospital and indicate on the form if they are unable to do so.
- Advise the patient that they should not drive themselves to the clinic as they are likely to have dilating drops.
- Advise the patient that they will be contacted within 3 working days: it is probably best to get the patient to advise you if they have not heard within that time frame.
- A provisional or differential diagnosis is important; if cannot make one then put the main symptom of concern into this box
- Please include all signs & symptoms with diagrams where necessary
- Please remember to fill in the relevant medical and ocular histories
- Please ensure that your name and contact details are legible so that you can be contacted if needed
- PATIENTS WILL NOT BE SEEN WITHOUT AN APPOINTMENT.

The Booked Urgent Service only works well if the form is filled in diligently.