

# RVSSC School GP Booking Process

## Booking an Appointment

- Parents/Guardians and Students are able to book an appointment with the School GP by:
  - Email: GPbookings@ripleyvalleySSC.com.au
  - Phone: 3819 5321
- Students may also book an appointment by speaking directly with the Administrative Co-ordinator in Student Support Services (J Block).

## Confirmation of Booking

- The Administrative Co-ordinator will then confirm the appointment time/date and send the student a booking slip via email. The student will also be reminded to bring their Medicare card and arrive at the GP clinic 15 minutes prior to their appointment.
- Where a parent/guardian has booked, a confirmation email will also be sent to their email address.
- Bookings are encouraged to be made prior to the clinic day. However, students may request a GP appointment on the day by going to the clinic during their lunch breaks (pending GP availability).

## Attending the Appointment

- Student are to leave class 15 minutes prior to their scheduled appointment and make their way directly to the GP Clinic in the Community Hub.
- Students may be required to show their teacher the booking slip (emailed to them by the Administrative Co-ordinator) to leave the classroom.
- Where Parents/Guardians wish to accompany their child to the appointment, they are to attend the Community Hub and sign in with the Administrative Co-ordinator 15 minutes prior to the scheduled appointment.
- Where a student has not made a prior booking, they are to go to the clinic during their breaks and speak to the Administrative Co-ordinator. If an appointment can be made within 30 minutes, the student is to remain at the clinic. Where this is not possible, the student is to return to class until their scheduled appointment time.
- Once students arrive at the clinic they will be met by the Administrative Co-ordinator who will confirm their attendance on Daymap and sign the students in and out of the clinic.

## Consultation Process

- Once students have been signed in by the Administrative Co-ordinator they will meet with the nurse for 10 minutes prior to seeing the GP.
- Students will then have a standard 20-minute appointment with the GP. This may vary depending on the individual needs to the student.
- Any referrals or scripts will then be issued to the student or accompanying parent/guardian.
- Students will then be issued with a return to class slip by the Administrative Co-ordinator and return to their class.