


## Practice Email addresses and GP Pro Formas

GP details	
Referring GP	
GP address	Organisation Name Organisation Full Address (single line)
GP Tel no	Organisation Telephone Number
Practice Email	Organisation E-mail Address 

Dear Colleague,

It appears that your practice database has not been set up with an “Organisation Email Address” in EMIS, which means that OCCG referral forms will not be populated with the email address for correspondence on it when a referral is generated using our forms (or indeed any of your practice letters).

Please will you ask your IT administrator to add a suitable practice email address to EMIS – this is done in Organisation Configuration – Organisation, by editing the Organisation and adding the email address under ‘Primary Email Address’ on the ‘Location Details’ tab. If you have branch surgeries, you can do this for each different ‘Organisation’ to direct any return emails to different teams where necessary.

Normally, the practice generic email address would be the most appropriate one – if you want to check your currently listed practice email address for clinical correspondence, please visit <https://occg.info/Practice-Generic-Email-Addresses>.

Yours sincerely

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