Outpatient Appointments

Hospital name and address

Dear Sir / Madam

Your full name

Your date of birth Your NHS Number (if you have it)

Your address

Your preferred telephone number

This patient was referred to you for assessment of

Write your original problem here

They await a first appointment, but report that the following change in their condition since referral

Explain briefly what has changed since Riddings Family Health Centre referred you to the specialist

We request that you take the following action :

* Pass the original referral letter and this letter to a clinician to determine whether their assessment might be expedited
* Contact the patient directly to inform them the outcome of that decision, and their likely wait for an appointment
* File this letter, and document your decision, in the patient’s hospital medical record.

Yours faithfully

Riddings Family Health Centre