



## Christiana Hartley Medical Practice

5 Curzon Road  
Southport  
PR8 6PL

01704 531114/534137

01704 385036

christiana.hartley@nhs.net

### Outpatients Appointments

← Please add Specialist's name, Hospital Specialty and Address to the left

Date:

← Please add the date and Complete Your Details below

**Dear Sir / Madam**

Your Full Name:	
Your Date of Birth:	
Your NHS Number (if you know it):	
Your address:	
Your preferred telephone number:	

**This patient was referred to you for assessment of:** *Write your original problem below:*

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**They await a first appointment, but report the following change in their condition since referral:** *Explain briefly what has changed since your last contact with the specialist:*

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**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,

**Dr A Farrell**