PATIENT REQUEST FOR APPOINTMENT EXPEDITION

Dear Patient,

The surgery is constantly receiving requests for hospital appointments to be expedited. Unfortunately, due to current waiting times, you should be aware that these are rarely successful.

GPs do not know how long waiting lists are for every department. The hospital departments themselves are in a better position to know how many other patients are waiting, and what the list is looking like, as they prioritise by clinical need.

It is for this reason that we feel patients should contact the hospital directly, as it would be of more benefit to you and enable you to get a more detailed response.

We have enclosed a proforma to help you provide the clinical information that the hospital will require before they can consider your request.

There is no guarantee that they will process it, but if you ask questions of them, they are more likely to reply.

Please complete the attached proforma and forward it to your named consultant directly if you have one, or to the hospital department you are waiting to attend. You can either post this directly to the hospital or return it to the surgery and we will forward it for you.

Given that you as a patient have written to the hospital, you should expect a direct reply from them.

Yours sincerely

Groby Surgery

Enc: Proforma

<u>THIS IS A LETTER FROM THE PATIENT TO THE HOSPITAL, PLEASE RESPOND DIRECTLY TO THE PATIENT</u>

<u>EXPEDITION PROFORMA</u>

Name: Date of Birth:

Address:

Preferred Contact Number: NHS No. (if known):

Consultant Name (if known):

Hospital Department: Hospital Number (If known):

Hospital:

Dear Consultant,

I am on your waiting list for an outpatient appointment/surgery (please delete as appropriate).
My GP has suggested I write to you directly as I want to make a case for expediting my appointment.

1.   How has the condition deteriorated since you were referred?

2.   How does this impact your day-to-day life or work?

3.   Why do you think you should be seen sooner?

Please let ME know if you can accommodate my request. You can copy my GP into your response.

Thank you.

Signed: Date: