

PATIENT REQUEST FOR REFERRAL APPOINTMENT TO BE EXPEDITED

Dear Patient,

The practice receives a large number of requests from patients asking for their hospital appointments to be expedited. Unfortunately, due to current waiting times and service pressures, such requests are rarely successful.

Please be aware that GPs do not have access to waiting list information for every hospital department. Hospital teams are best placed to assess waiting times, understand the number of patients awaiting appointments, and prioritise cases according to clinical need.

For this reason, we believe it is generally more beneficial for patients to contact the hospital directly. This enables the hospital team to consider your individual circumstances and provide you with the most accurate and detailed response.

To support your request, we have enclosed a proforma that will help you provide the clinical information the hospital is likely to require when considering whether your appointment can be brought forward.

While there is no guarantee that your request will be accepted or acted upon, hospitals are more likely to respond when contacted directly by patients regarding their circumstances.

Please complete the attached proforma and send it directly to your named consultant, if applicable, or to the hospital department responsible for your care. You may either post it directly to the hospital or return it to the practice, and we will forward it on your behalf.

As you are making the request directly, any response from the hospital should be sent to you.

Yours sincerely,

The Glenfield Surgery

THIS IS A LETTER FROM THE PATIENT TO THE HOSPITAL, PLEASE RESPOND DIRECTLY TO THE PATIENT

EXPEDITION PROFORMA

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: