

Expedite template- first appointment

Date:

Outpatient Appointments

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Hospital name and address

Dear Sir/ Madam

Name:

DOB:

Address:

Preferred Telephone number:

NHS number (if known):

I was referred to you for assessment of

	<i>write original problem here</i>
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I await a first appointment, but wish to report the following change in my condition since referral
(Explain briefly what has changed since the practice referred you to the specialist)

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I request that you take the following actions:

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

Thank you

Yours faithfully

Expedite letter - follow up

Outpatient Appointments

Date:

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*Specialist's name:
Hospital speciality
Hospital name and address*

Dear:

Full name:

DOB:

Address:

Preferred Telephone number:

NHS number (if known):

I am receiving care from you for

	<i>write original problem here</i>
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I await a follow-up appointment and / or treatment, but wish to report the following change in my condition since our last contact

(explain briefly what has changed since your last contact with the specialist)

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I request please that you take the following action.

- Review my hospital notes alongside this letter to determine whether my care might be expedited
- Contact me directly to inform me the outcome of that decision, and my likely wait for further care
- File this letter and document your decision in my hospital medical record

Thank You

Yours Sincerely