



Date

Outpatients Appointments

- BHRUT
- Barts Trust
- Practice Plus
- Other – please state

Dear Team,

Patient details:

Name

Address

Contact Details (telephone and/or email)

NHS Number

Date of Birth

This patient was referred to you by their GP and is waiting for a first appointment*/ follow up appointment*.

(* delete as appropriate)

How the patient describes their main reason for referral:

They await an appointment, but report that the following change in their condition which may merit bringing the appointment forward if possible.

How the patient describes their condition has changed:

They are aware of the routine current waiting times having contacted the appointments team on 0330 400 4333 or referring the website [Barking, Havering and Redbridge University Hospitals NHS Trust – My Planned Care NHS](#)

We request you take the following action:

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

Many thanks

South Havering PCN