Manor Field Surgery
Maltby Services Centre, Braithwell Road, Maltby, Rotherham S66 8JE
Tel: 01709 819376
Website: manorfieldsurgery.co.uk

Date:

Name:

Address:

Letter for a first appointment with a specialist:

Dear Consultant

I am awaiting care from you for ……..
I have been referred by my GP at Manor Field Surgery.

I await an appointment and/or treatment but report the following change in my condition since my referral was sent to you:

…….

…….

I request 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 of the outcome of that decision, and my likely wait for further care
- File this letter and document with your decision in my medical record.

Yours sincerely

Signed:

Millions of patients in the UK are awaiting outpatient appointments. When patients contact the hospital, they are sometimes told to ask their GP for an 'expedite letter'. This is frustrating for you and for us, and we cannot guarantee that this will result in your appointment being brought forward.

Only the hospital can compare your needs with those of other patients on their waiting list and they will action your request accordingly.

If you want to inform a hospital of a change in your symptoms, you may use the template when contacting the hospital. You should post your letter to Outpatient Appointments (for first appointments).

Contact information:

- Rotherham Hospital – https://www.therotherhamft.nhs.uk/contact
- Sheffield Teaching Hospital – https://www.sth.nhs.uk/contact-us
- Sheffield Children's Hospital – https://www.sheffieldchildrens.nhs.uk/contact-us
- Barnsley Hospital – https://www.barnsleyhospital.nhs.uk/contact-us
- Doncaster, Bassetlaw, Montagu Hospitals – https://www.dbth.nhs.uk/contact-ward-department/

In the event of a change in a potentially life-threatening health condition – for example, a known cancer, or heart or lung symptoms – please contact Manor Field Surgery, 999 or 111 in the first instance.