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www.doh.gov.uk

Information For Patients

Letters About Me

If you require a copy of this leaflet in any other language or format please contact us quoting the leaflet code and the language you require.

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| <p>إذا لديك الرغبة في الحصول على نسخة من هذه المعلومات بأي لغة أخرى أو بشكل آخر (على سبيل المثال بخطوط كبيرة) ، الرجاء الاتصال علينا على الرقم 0151 600 1257 موضحاً الشكل أو اللغة التي ترغب فيها.</p> |
| <p>如果您想索取一份以其他語文或形式（如大字體）編印成的資料傳單，請致電 0151 600 1257 向我們查詢，並說明您所需要的形式和語文。</p> |
| <p>ئەگەر ئەم زانیاریانەت بەهەر زمانیکی تریاخود شیوازیکی تر دەویت (بۆ نموونە بە چاپی گەورە) ئەوا تکایە بە ژمارە تەلەفۆنی 0151 600 1257 پەیوەندیمان پێوه بکە و ناماژە بدە بەر زمانەى یاخود شیوهیهى که دەتەویت</p> |
| <p>W celu uzyskania niniejszej informacji w innym języku lub formacie (np. dużym drukiem), prosimy o kontakt z nami pod numerem 0151 600 1257 podając wymagany format lub język.</p> |
| <p>Haddii aad u baahan tahay koobiga wargelintan oo luqad ama qaab kale (sida far waaweyn) fadlan nagala soo xiriir 0151 600 1257 adiga oo noo sheegaya luqadda ama qaabka aad wax ku rabtid.</p> |



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This leaflet has been written to provide information about how you can choose to receive a copy of any letter written by one health care professional to another about you. We believe these letters will help improve communications between you and your health professionals.

What do we mean by a letter?

A letter includes communications between health professionals including general practitioners (GP's), hospital doctors (e.g. Consultants), nurses and therapists. This may include:

- Letters to GP's and other community health professionals
- Details of an outpatient consultation
- Letters from NHS health professionals to other agencies such as social services

All the information in these letters should already have been discussed with you. However, it is important to remember that these letters provide other health professionals with clinical information about your treatment and care. Therefore you may find some of the language includes technical terms.

Who can I talk to if I have questions about a letter I receive?

Your GP will have received the same letter you have, and will be able to answer any questions you may have about it.

Do I have to receive a copy of the letters?

No. You may decide that you already have the information you need, or you may prefer not to have a copy.

Choosing whether or not to receive copies of letters will not affect the care you receive.

What do I have to do to receive a copy of the letter?

Ask the health professional who is treating you. They will then ask you to complete the attached consent form which confirms your wishes.

How will I receive a copy of my letter?

If you are worried about information about your care being seen by others, you (or someone else acting on your behalf) can collect the letter in person. Otherwise, it will be sent in the post.

Consent Form to Receive Copies of Letters

This form is to be filled in by patients who wish to receive a copy of correspondence between health care professionals that is written about them.

Name (please print)

Address

.....

.....

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Postcode

Date of Birth

I wish to have a copy of the correspondence relating to the care received during this hospital visit/ stay sent to me.

Signature

Date

Please hand this form to the Health Professional treating you.

Official Use Only

Patient Case note Number:

Patient's Consultant: