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**TEMPLATE**

Practice Heading

Dear Consultant

Re: Patient Initials:

NHS No:

We are writing to highlight the following concern, generated by the enclosed correspondence regarding this patient whilst under your care.

Your request to organise investigations that should be arranged by the hospital doctor caring for this patient.

Your request to obtain/act upon the results of investigations/diagnostic procedures undertaken by the hospital doctor, whose responsibility this is.

Apparent failure to act on abnormal investigation results generated by the hospital doctor caring for the patient.

Apparent failure to provide the patient/GP with information about an investigation/diagnostic procedure that has been undertaken.

Request to organise a diagnostic procedure at a future date. General Practice does not have the resources to maintain a call/recall system for diagnostic procedures being provided by a hospital specialist care.

**You should note the practice is now acting on the assumption that you will be taking responsibility for reviewing the above matter and taking appropriate action required as the clinician professionally responsible for this patient’s care.**

Yours sincerely

[ cc CCG Quality Care Lead]

[ cc Worcestershire LMC ]

This letter is supported by Worcestershire LMC, as part of the BMA/GPC’s: “Quality First: Managing Workload to deliver safe patient care” initiative.