

(TODAY)

HOSPITAL REF. NO: (PTID)

Appointment Centre telephone no. 0300 555 4567

(PTTIT) (PTFNAMES) (PTSNAME)
(PT PTAD1)
(PT PTAD2)
(PT PTAD3)
(PT PTAD4)
(PT PTPCODE)

Dear (PTNAMELET)

NHS NO. (PTNHS)

I am pleased to confirm your out-patient appointment is

on (OPDTIME) at (OPATIME)

with the team of (OPDRNAME) Clinician in (OPCLSNAME)

Would you please report to reception in (OPRPTNAME)

(HOSP NAME)

SYNERTEC - PLEASE PRINT SITE ADDRESS HERE

SYNERTEC - PLEASE SEND WOMENS HEALTHCARE LEAFLET

You are welcome to bring a relative / friend to your clinic appointments for your support.

If for any reason you are unable to attend, please contact the Appointment Centre on telephone number 0300 555 4567, selecting Outpatients option when prompted. This will enable us to offer this appointment to another patient and negotiate another appointment for you if required.

Please ensure you read the enclosed leaflet, and the Information on the reverse of this letter.

This letter is also available in audio, large print, braille and other languages upon request.

Best Wishes

Appointments Team
Appointments Centre

The Trust has a text/voice reminder service which
may contact your mobile/landline.
If you wish to opt-out please speak to the advisor
on 0300 555 4567.

(TODAY)

HOSPITAL REF. NO: (PTID)

APPOINTMENTS LINE 01942 773017

(PTTIT) (PTFNAMES) (PTSNAME)
(PT PTAD1)
(PT PTAD2)
(PT PTAD3)
(PT PTAD4)
(PT PTPCODE)

Dear (PTNAMELET)

NHS NO. (PTNHS)

I am writing to confirm your appointment for you to attend the Menstrual Disorder Clinic at (HOSP NAME) on (OPD TIME) at (OPATIME)

On arrival please proceed straight to THE HANOVER BUILDING, WOMEN'S HEALTH DEPARTMENT on the ground floor.

You will be seen by the consultant who will take a history and discuss with you the reason for the referral. During the appointment if you haven't already had one you will be given an internal scan. If necessary following this the consultant will offer a hysteroscopy. This test involves inserting a thin instrument called a hysteroscope gently through the cervix and into the uterine cavity. This will assess the lining of the womb and check for the presence of polyps. During the procedure warmed fluid is passed through the hysteroscope so that the lining can be viewed clearly. The procedure is not generally painful however, some women may experience a little discomfort therefore you may want to ask someone to accompany you. Most hysteroscopy procedures take less than 5 minutes, the whole appointment can take about 40 minutes.

If for any reason you are unable to attend please call the above telephone number so we can reschedule your appointment to another patient. If, for medical reasons you need an ambulance to attend the hospital, please contact your G.P. approximately one week before your appointment is due, who will arrange transport.

We want to make sure you can read and understand the information we send you. If you would like this letter in a different format e.g. audio, braille or large print, or you have any specific communication needs please contact us on the above phone number or email us at appointments@wwl.nhs.uk

Best Wishes

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Appointments Centre

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