**Important information from your doctor’s surgery**

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|  | Hello, my name is K and I work at your doctor’s surgery. |
|  | I work as a care coordinator.  Care-coordinator is a healthcare worker.  My job is to make sure that you get the help from your doctors’ surgery you need. |
|  | I would like to get to know you. |
|  | I work on:   * Monday * Tuesday * Wednesday * Thursday * Friday. |
| Am Pm | I work from 8am to 4pm during the week.  Sometimes I work on a Saturday too, but this is not usual. |
|  | What can you talk to me about?   * Your Health Check * Reasonable adjustments you need * Your health and support needs * Things that worry you or you need help with |
|  | If you want to talk to me, here are my details:  **Email:**  **Phone number:**  *(This number will not cost you more than usual)* |
|  | I look forward to meeting you.  Thank you. |