Annex 3

Sample Letter to Patients

[*date*]

[*name*]

Important letter regarding your general practice registration

The NHS is carrying out work to make sure that GP lists are accurate. We are writing to you to check that you are still registered at the above practice and still reside at this address.

Why do GP lists need to be regularly updated?

If your GP does not have an accurate record of your name and address then your GP or hospital may not be able to contact you with important information about your health.

GP surgeries need to contact their patients to provide them with test results or invite them for bowel, breast or cervical screening to protect against cancer for example, or to be vaccinated against infectious diseases such as flu or measles, mumps and rubella. If you suffer from a long-term illness then your practice may also need to give you an appointment date and time as part of your plan to stay healthy.

Hospitals also rely on GP lists to ensure they can write to patients with appointments and results of tests or other information.

If this letter is addressed to a child under the age of 16 and you are their parent or guardian then please respond on their behalf.

What will happen if I don’t reply?

If you do not respond within two months of the date of this letter then we will assume that you have moved away and we will begin the process of removing you from this GP’s list. This means you will not receive important information about your health and will no longer be registered with a GP.

What do you need to do?

Please complete and return the form below in the prepaid envelope provided.

|  |  |
| --- | --- |
| Full name and title: |  |
| Date of birth: |  |
| Name and address of your current general practice: |  |
| Current address (if different from above): |  |
| Signed...................................................................        Dated ........................... | |

Do we share this information with anyone?

No. Your response is only used to ensure we have accurate patient lists and is entirely confidential.

If you have any further questions not covered by this letter or the information provided then please ring [*insert*] on the number shown.

Many thanks for taking the time to respond to this letter.

Yours sincerely

*[name]*

*[title]*