

Our reference:

Date:

Name & Address of Patient:

Dear

We have received a referral letter from Dr.....requesting an appointment in the Genetic Clinic atHospital to see.....

Genetic clinics are held at a number of different locations throughout the region. Generally, you will be offered an appointment at the clinic closest to where you live. Most clinics are held only on particular days and at particular times (for example, morning only, or afternoon only). There may be a waiting list of several weeks or months for certain clinics.

We are using an appointment system which requires patients to contact us to arrange their appointments. This system offers you choices about your appointment.

On receipt of this letter, you should telephone the Genetics Department (Appointments) at the number below to arrange a mutually convenient date and time for your appointment, or please arrange for an English-speaking person to telephone on your behalf.

Telephone:

An appointment letter will then be sent to you confirming the date, time and place of your appointment.

If you do not contact the Genetics department to arrange an appointment, no appointment will be arranged for you.

Yours sincerely

Secretary to

Consultant Clinical Geneticist