

Copying Letters to patients

Information Sheet

Would you like to receive a copy of letters sent between your doctor here and other health professionals?

If you would, please tell the receptionist and she/he will give you an orange sticker like the one below to give to the doctor or senior nurse.



**Copy
Letter
To
Patient**

If you want a copy **every time**, you must **tell us every time** you come here.

Please make sure your name, address and date of birth are correct at every visit

If you are the parent or guardian of a child having care or treatment here, please speak to the doctor to ask about individual arrangements.

If you do not want to receive copies of letters, you do not need to do anything.

Please see the leaflet Copying Letters to Patients for more information.

If you cannot see a leaflet, please ask for one at reception.

This leaflet can be made available in alternative languages/formats on request.