(Draft template for GPs to use when handheld notes are deemed inappropriate / unacceptable. To be sent to the responsible Consultant with a copy to Dr Brian Cook, Medical Director for Acute Services, NHS Lothian, at each incident)

Practice Stamp:

Dear Dr

Attached is an anonymised copy of a handheld outpatient document handed in by a patients who saw you / your junior / nurse in Outpatients on ….

We believe this does not meet Governance standards because:

The text was illegible

There was insufficient information on the form

The medication recommended could be considered as urgent, i.e. required within 7 days,

OR

The patient was advised it was and it therefore should have been prescribed by the Doctor seeing the patient at the clinic.

I would appreciate if you would ensure this information is fed back to the practitioner concerned to ensure this does not happen in the future.

Yours sincerely