

Three Chequers Medical Practice 72 Endless Street Salisbury SP1 3UH

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Dear Patient,

## This is your 3<sup>rd</sup> invitation for your Long-Term Condition and Annual Medication Review.

We are sending you a final reminder to please book your review. We are sending you this letter as we have previously invited you to make an appointment for your annual review via SMS, Email, letter or by telephone on more than one occasion, if we have the incorrect method recorded please contact the surgery to update your information.

It is important to make and attend your appointment so we can ensure your condition is properly controlled and managed. If you run out of your repeat medication and have not had a review, we will have difficulty re-authorising your repeat medication. Declining our invitation or failing to make an appointment may result in your medication being stopped as we require up-to-date results to ensure we can prescribe safely.

We care for 24,000 patients, 40% of which have a Long-Term Condition or a Medication that needs to be monitored or reviewed on annual basis. We have created a mechanism to invite patients in line with their birth month to ensure we can provide this service to our patients alongside other urgent and acute medical care. We only have a limited number of appointments each month, therefore <u>it is vital</u> that you respond to your invitation and make an appointment within your **birth month** to ensure your tests are completed and reviewed before we invite the next group of patients.

The review we have invited you for is a 2-part review. The first part is an appointment with a Healthcare Assistant to carry out tests such as take your blood, blood pressure and ask questions about your lifestyle. Once we have received these results, the second part will be a clinician reviewing these results and updating your medication for another year. If your results are satisfactory, we will inform you by your chosen method of contact. If the Clinician feels it necessary, we will arrange an appointment for you (by telephone or face-to-face). We encourage you to make sure you have attended the first part of this review to allow our clinicians to complete the second part.

To make an appointment yourself, please use the booking link in the following message and enter your date of birth to access the available appointment slots. You may need to select a different session using the drop-down menu until you find an available appointment.

If you have already made an annual review appointment, please ignore this letter.

These appointments are in high demand, so not attending this appointment is a waste of valuable clinical time and will prevent another patient from having the opportunity of being seen. It is also



important to attend your appointment so we can ensure your condition is properly controlled and managed.

If you are in a situation where you are unable to attend, you can cancel your appointment through online services or by emailing <u>three.chequers@nhs.net</u> as soon as possible.

Yours sincerely,

Administration Team Three Chequers Medical Practice