**[Consultant Name]**

**[Hospital]**

Dear **[Consultant]**

**Re [Patient details]**

You have written to me a hand-written prescription request for this patient following a recent clinic attendance. **We have not issued this medication**, and will not issue the medication, until the request is made in a type-written letter which includes;

1. the diagnosis for which the medication is being requested
2. the indication for the medication
3. confirmation that you have discussed risks and benefits of the medication
4. an expected duration for the medication
5. the date that you will be reviewing the patient to assess the medication’s effectiveness.

**If you feel that the patient needs this medication immediately, please send them an FP10HP.**

We have decided to take this action because the Lincolnshire LMC and Lincolnshire CCGs have been working to improve the quality of communication between **[ULHT/LPFT/NLAG/PSHT]** and there has not been any improvement in this. Furthermore,

* the hand written forms pose a patient safety concern due to illegibility and lack of clinical information included
* it is a contractual obligation for a type-written letter to be sent to the GP within seven days of a clinic attendance, making hand written communication redundant
* if medication is required by the patient within two weeks of the clinic appointment it is the responsibility of the specialist to prescribe this for the patient on a hospital prescription or FP10HP
* a clinician starting medication should review the patient to assess whether it is effective or not, this is not the responsibility of another clinician, including the patient’s GP

Would you prescribe medication advised by a colleague if you could not adequately read the request and were not given the relevant clinical information?

In future please ensure that a type-written clinic letter is available within seven days of any clinic attendance, that medications needed immediately are provided at the outpatient appointment, and please inform patients that medication not advised in the letter will be available **fourteen days** after the appointment. If medication is needed by the patient sooner than 14 days after the appointment this should be issued either on a hospital prescription or FP10HP.

Yours sincerely