

Dear GP/dentist

Please advise your patient that they are being referred on a 2 week pathway and they will be asked to attend an appointment within this 2 week timeframe.

Please ensure that the patient receives a copy of the patient leaflet

Why have I been referred urgently to hospital?

We anticipate that the majority of appointments will be referred via Choose and Book.

If you are referring outside Choose and Book, please give this page to your patient so they can phone and arrange their own clinic appointment.

Dear Patient

Your GP/dentist has asked for you to have an urgent appointment within two weeks.

Attending this appointment within two weeks is very important. Please read the leaflet:

Why have I been referred urgently to hospital?

To arrange your fast-track Oral & Maxillofacial Surgery appointment please phone the Clinic 8 'Fast-track Phone' on 01223 596120 between 09:00 and 16:00hrs on **the next working day** after your visit to your GP/dentist.

You will be offered an appointment within 14 days of receipt of your GP/dentist's referral.

Thank you

Addenbrooke's Fast-Track Oral & Maxillofacial Surgery Clinic

For your diary/calendar:

Details of your Oral & Maxillofacial Surgery Clinic appointment (as arranged by phone - see above):

Date: Time:.....

Fast-track referral proforma: facial and/or oral symptoms

For advice or emergencies contact on-call SHO via GP switchboard: 01223 216151

Fax this form to: 01223 216708
Tel: 01223 596120

Oral & Maxillofacial Surgery, Box 47
Hills Road, Cambridge CB2 0QQ

I am sending an accompanying letter

Patient's details:

Surname: NHS No:
 Forename: Hosp No:
 Address: Date of birth:
 Daytime Tel:
 Evening Tel:
 Mobile Tel:
 Postcode: Language of choice:

Communication/understanding difficulties:

Referring GP/dentist's details (please print or stamp):

Name:
 Surgery address:
 Referral date: Surgery Fax:

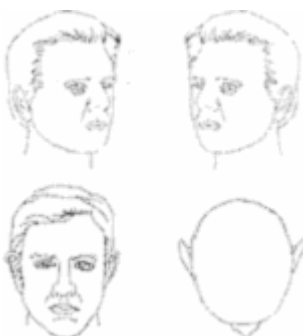
Clinical details (please tick boxes below):

Lesion(s): Duration:

- Cancer area suspected:** Neck Oral cavity Salivary gland Skin of face
- Appearance:** Discrete swelling Ulceration Red patch (erythroplakia)
 Mixed red/white patch Orbital mass Cranial neuropathy
 Unexplained tooth mobility Unresolved neck mass
- Associated with:** Pain Bleeding Infection/discharge
 Tongue fixation Neck node(s)
- Risk factors/lifestyle:** Smoker Alcohol Poor diet

Location: Mark on diagrams below

Comments:



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WHY HAVE I BEEN REFERRED URGENTLY TO THE HOSPITAL?

**A leaflet explaining
the urgent two week
referral system**

WHY HAVE I BEEN REFERRED TO HOSPITAL?

Your General Practitioner (GP) or dentist has asked for you to have an urgent hospital appointment within two weeks.

The two week appointment system was introduced so that any patient with symptoms that might indicate cancer, or a serious condition, could be seen by a specialist as quickly as possible.

Attending this appointment within two weeks is very important and will allow you to benefit from:

- in most cases, early reassurance that cancer has not been diagnosed or,
- an early diagnosis and earlier access to treatment, which is shown to improve health outcomes

DOES THIS MEAN I HAVE CANCER?

No it does not. The majority of patients referred under the two week appointment system do not have cancer but may have another condition requiring hospital diagnosis and treatment.

WHY HAS THE GP REFERRED ME?

GPs diagnose and treat many illnesses themselves. Occasionally they need to arrange for you to see a specialist hospital doctor. This could be for a number of reasons, such as:

- your symptoms need further investigation
- the treatment already prescribed has not been effective
- investigations your GP has already arranged have shown some abnormal results

There are national referral guidelines for your GP to use when making a decision about whether it is appropriate to refer you for an appointment within two weeks.

WHAT SYMPTOMS MIGHT NEED AN URGENT REFERRAL?

- a lump that does not go away
- a change in the size, shape or colour of a mole
- abnormal bleeding
- a change in bowel or bladder habits including increased frequency
- persistent tiredness and/or unexplained weight loss

WILL I NEED ANY TESTS?

You may require specialised tests. These may take place either before or during your first hospital appointment. This will help the specialist understand the cause of your symptoms.

WHAT DO I NEED TO DO?

- Make sure your GP has your correct address and telephone number, including mobile number
- If you **do not have** a confirmed appointment within one week of seeing your GP, contact your GP practice
- **Let the hospital know immediately if you are unable to attend your appointment**, so the time can be offered to someone else
- It is important you arrange an alternative appointment when cancelling
- At your first hospital appointment you will be given more information about what will happen next
- You may take someone with you to your appointment if you want to

CONTACT DETAILS - TWO WEEK WAIT REFERRAL OFFICES:

- Addenbrooke's Hospital – please see your referral letter for relevant contact telephone number
- Hinchingsbrooke Hospital – 01480 363595
- Peterborough Hospital – 01733 874191
- Queen Elizabeth Hospital – 01553 613626

It is important to attend your urgent appointment within two weeks, because early diagnosis and early access to treatment is shown to improve health outcomes.

Remember that being referred to a specialist does not necessarily mean that you have cancer.

More information about the two week appointment system and other information is available at:

- www.nhsdirect.nhs.uk
- www.nice.org.uk