Mr X

123 Avenue Lane

London

00/00/24

 The GP Surgery 123 Medical Road

 London

Dear Mr. X,

It is now time for your **Long-Term Conditions Annual Review.** During this review, you will have tests and checks performed and be able to discuss multiple health conditions with a healthcare professional. By doing so we aim to support your whole health and wellbeing as well as focus on the issues most important to you.

You have been invited for an appointment in/around your **birthday month** to make it easier for everyone to remember when your annual reviews are due in the future.

Below is the schedule for your appointments:

1. **Tests and Checks Appointment**
	* You will be booked in with healthcare assistant (name) on \_\_\_\_\_\_\_\_\_
	* They will take blood samples, check your blood pressure, weight, urine and gather some more information about your lifestyle. They may need to perform extra checks such as examining your feet if you have a background of Diabetes.
2. **Long-Term Conditions Review Appointment**
* This will take place around 2 weeks after your first appointment to allow time for the results to be processed.
* Your results will be sent to you before your appointment in your preferred way (letter, email or text) so you can have a look at them, think about any questions you may have and consider noting down answers to the question prompts.
* At your Review Appointment you can discuss your results, set a future action plan together with your healthcare professional and decide when your next tests and review should be done.

Please call the surgery on 000 1111 2222 to rearrange your **Test and Checks Appointment** (appointment 1)if the time/date does not suit you or send an online admin request through the website.

When you attend your appointment, please collect a white urine bottle from reception and do a urine sample **BEFORE** you see the healthcare assistant as this is an important test of your kidney function.

Yours sincerely,

The GP Surgery

AccuRX text template

Dear Mr X

It is now time for your **Annual** **Long-Term Conditions Review.** During this review you will have necessary tests and checks performed and be able to discuss multiple health conditions with a healthcare professional.

Your first appointment to carry out tests and checks will be with the healthcare assistant Y on \_\_\_\_\_\_\_\_. If you cannot make this appointment or need to rearrange, please contact us either by calling us, sending an online query or coming to reception.

Your next appointment with a healthcare professional to review and discuss your results can be booked around 2 weeks after your first appointment.

Many Thanks

The GP Surgery