

Principles

Clear and timely letters/discharge communication

- Avoid using acronyms and abbreviations
- Be clear about what follow up is required, how it will be provided and how any outstanding test results will be reviewed
- Be explicitly clear about any requests/actions for the GP

Medication and monitoring

Ongoing tests/monitoring required?

- If you need a repeat test **within 2 weeks**, please arrange this to avoid potential delays.
- If you want the GP to arrange monitoring e.g. Urea & Electrolyte, please say why, how often, for how long and what your expectations are if results are/remain abnormal

Medication

- Be aware of the pan-mersey RAG ratings for prescribing
- Highlight any changes in medication **and reasons** for any changes
- Counsel the patient regarding benefit, risks, side effects and monitoring.
- Stating the patient has been counselled improves confidence and clarity

Contact

Points of contact

- Trusts should provide clear points of contact for any queries
- Correspondence should include the named clinician responsible for care

More information:

<https://www.cheshireandmerseyside.nhs.uk/latest/publications/plans-and-strategies/primary-and-secondary-care-interface/>
<https://www.panmerseyapc.nhs.uk/formulary/>