|  |
| --- |
| <Topic of Letter> |

|  |  |
| --- | --- |
| Patient Details | <NHS\_NUMBER>  <LOCAL\_HOSPITAL\_NUMBER>  <SURNAME>, <FIRSTNAME>  <ADDRESS\_LINE\_1>  <ADDRESS\_LINE\_2>  <ADDRESS\_LINE\_3>  <POSTCODE>  <DOB> |

|  |
| --- |
| <Letter Narrative>  <GP\_NAME>  <DIAGNOSIS> [May be more than one]  <NARRATIVE\_TEXT>  <CONSULTANT\_NAME> |

## Task List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task No. | Task Description | Task Help | Frequency | Done/Result/Action |
| <TASK\_ID> | <TASK\_DESCRIPTION> | <TASK\_HELP> | <DUE\_DATE> | <DONE> or <RESULT>  or  <ACTION> |

## Action List

|  |  |  |  |
| --- | --- | --- | --- |
| Action No | Action Letter | Action Help | Done/Result/Action |
| <ACTION\_ID> | <ACTION\_DESCRIPTION> | <ACTION\_HELP> | <DONE> or <RESULT>  or  <FURTHER\_ACTION> |

## Contact Details

|  |  |  |
| --- | --- | --- |
| <CONTACT\_ID> | <CONTENT\_TYPE> | <CONTACT\_CONTENT> |

## Guidance

|  |  |  |
| --- | --- | --- |
| <GUIDANCE\_ID> | <GUIDANCE\_TYPE> | <GUIDANCE\_CONTENT> |