Appendix 3: example failsafe enquiry letter: colposcopy

NHS Cervical Screening Programme>
Colposcopy referral - failsafe enquiry>

     Re: Name:
                Date of birth:
                NHS Number:
                Address:
                Date of screening test:
                Report No:

Dear colposcopy administrator

In order to update the patient record in cytology, please confirm if this patient attended her colposcopy appointment. Please attach copies of relevant clinic letters (or electronic equivalent) **or** tick the relevant section below and return this letter to the cytology laboratory.

[   ] Colposcopy NAD on _____ [date and location]

[   ] Patient DNA'd/new appointment sent_____ [date]

[   ] Patient DNA'd/discharged to GP on _____ [date]

[   ] Patient refused colposcopy

[   ] Had ablative treatment on _____ [date and location]

[   ] Other please state _____

Signature: _____ (date) _____