

## Appendix 4: example failsafe enquiry letter: GP

NHS Cervical Screening Programme  
Colposcopy referral - failsafe enquiry

Dear colleague>

Re: Name:  
DOB:  
NHS No:  
Add:

Date of screening test:  
Report number:  
Report:

This patient was directly referred for colposcopy and we are required to correlate the outcome of this referral with the cervical screening test for quality assurance purposes and correct patient management.

Please return this letter to the laboratory once you have:

- **attached copies of relevant clinic letters from the colposcopy unit** (or equivalent electronic information)
- **attached any other relevant correspondence or reports**

If no correspondence from colposcopy, please give an explanation of why this patient did not attend for colposcopy.

Name of person completing this form \_\_\_\_\_

Signature \_\_\_\_\_ [date] \_\_\_\_\_

Yours sincerely,

Consultant Cytopathologist/Head of service