

YOUR RESPONSIBILITY AS A PODIATRY PATIENT PLEASE READ THIS CAREFULLY

Podiatry Services are in great demand. Even so, every week, many patients fail to keep their appointments. All of these appointments are wasted. As a Podiatry patient you can help us to tackle this problem.

Please tell us if you no longer need your appointment

Please let us know as soon as possible, by calling the telephone number on the top of your appointment letter. We can then offer the appointment to another patient.

What if you need to change your appointment?

If you need to change the date or time of your appointment, please call with as much notice as possible. If you want to change the appointment a second time, **we will not be able to offer you another date** unless in exceptional circumstances. We will write to you and your GP to tell you this. However, if you do still require an appointment, please contact your GP.

What if you fail to attend?

We will assume that you no longer require an appointment and **we will not offer you another one**. We will write to your GP to tell you this. However, if you do still require an appointment, please contact your GP.

Please let us know if your personal details change.

We will need to contact you with information about your appointment. We can only do this if the address and telephone number we have for you are correct.

WHO TO CONTACT REGARDING YOUR APPOINTMENT

Please refer to your appointment letter

To speed the response to your query you will need to have available the following details:

Name Date of Birth Appt. Date Clinic New NHS No.

Thank you for helping us to improve the services we provide for you.