**Template response for follow-up of results and investigations**

Dear x

Re: <<Patient Identifier Label>>

We write in response to your letter regarding the above patient requesting that we chase up the results of [insert type of investigations] undertaken by your department.

A copy of your request is enclosed.

This is in breach of the [new standard hospital contract](https://www.england.nhs.uk/wp-content/uploads/2016/04/2-nhs-contrct-tech-guid-1617.pdf) which came into force on 1 April 2016, with new requirements to reduce inappropriate bureaucratic workload shift onto GP practices.

**Contract reference SC12 places a requirement for hospitals to notify patients of the results of clinical investigations and treatments in an appropriate and cost- effective manner, for example, telephoning the patient.**

This was reiterated in a recent letter from [NHS England](https://www.england.nhs.uk/wp-content/uploads/2016/07/letter-contract-requirements.pdf) to all Trusts.

The result of this investigation will automatically be sent to you or your department as the requesting clinician. **We would therefore request that you follow up the result and take any appropriate action, including contacting the patient if necessary.**

This is also in keeping with GMC guidance which states that it is the responsibility of the doctor requesting a test to take clinical responsibility to follow up and take appropriate action on the result.

**We will be proceeding on the assumption that you will be taking responsibility for reviewing and taking any action on the above investigation result(s).**

We are also informing [please insert as appropriate] CCG of this breach given their responsibility as a commissioner to ensure implementation of the hospital standard contract

Yours faithfully,