

# Referral process

## How do I get referred?

At present we do not accept direct referrals from your GP. In order to be referred, your GP will need to write to one of the respiratory consultants to request a lung function test.

The referral should contain details of your past medical history, current symptoms and reason for referral.

If you are already being seen by a specialist in the hospital, they can order the test directly, they may also at the same time refer you to see a respiratory specialist.

If you are a private patient, your consultant will send us a referral for us to arrange.

## When do I get an appointment?

This depends on whether you are a new or return patient and the urgency of the appointment.

New patients should ideally be seen within 6 weeks. Return patients tend to have their appointments co-ordinated with follow up appointments.

Quite often your specialist will request for you to have your test within a specific time frame.

## How do you contact me about appointments?

In most cases when the appointment is made a letter will be sent to you and you may receive a text message reminder.

In addition to this our admin team may contact you to ensure you have the correct information before your appointment.

If you are a private patient our admin team will call you to arrange an appointment and go through the information required before your appointment.

You may also receive an appointment through the post with a private patient form included.

### **What do I do if I cannot attend?**

We understand that people cannot attend for a number of reasons. If you are unable to attend please give us a call as soon as possible, we always have people waiting for urgent/cancellation slots and this way the appointment will not go to waste.

Where possible we will try to rearrange the appointment, if you call.

However, we cannot guarantee exact time and dates and you may have to wait for a cancellation.

**If you have a lung function test by itself, the number to call is:  
01223 217065**

**If you have a lung function test and an appointment with the chest clinic, the number to call is:  
01223 216645**

### **What happens to my results?**

After your test is completed your report will be sent to the referring specialist as an electronic report or a paper report, if external to the hospital.

The electronic report is available to them on your electronic medical records and paper report is sent in the post or by fax.

After you have seen the specialist, they will write to your GP, if it was them that referred you. We are unable to give you a report directly but there is a formal process for requesting them if needed.