**Advice and Guidance**

<Recipient Name>

<Recipient Details>

<Recipient Address>

Date: <Todays date>

Ref:

Dear <Recipient Name>

**Re: <Patient name>**

**NHS number: <NHS number>, date of birth <Date of birth>**

**<Patient address>**

**Telephone:<Patient contact details>**

Following our recent referral to your team (attached), we have been advised that Advice and Guidance has been provided, and our referral rejected. We have previously explained that we had referred this patient and did not ask for Advice and Guidance. Despite the patient meeting the referral criteria for your service, the referral has still not been accepted.

Having reviewed the referral letter and reflected on both our contract and our GMC obligations, we are satisfied that the referral was clinically appropriate, details the required information to ensure a safe transfer of care to yourselves, and is in line with the NHS Standard Contract Service Conditions:

* [Acceptance and Rejection of Referrals](https://www.england.nhs.uk/wp-content/uploads/2024/02/03-NHS-Standard-Contract-2024-to-2025-Service-Conditions-full-length--version-2-March-2024.pdf), 6.8 Subject to SC6.3 to SC7 (Withholding and/or Discontinuation of Service) and;
* [The Primary Medical Services Contract](https://assets.publishing.service.gov.uk/media/66f6c03cc71e42688b65ee08/primary-medical-services-directed-enhanced-services-directions-2024.pdf)

It therefore meets the required contractual and professional obligations for referral.

The [GMC requires a GP to refer](https://www.gmc-uk.org/professional-standards/the-professional-standards/delegation-and-referral/delegation-and-referral#communicating-with-patients-and-colleagues-D86E82BAE4BD4E5396648D50D72460CB) when clinically necessary to do so. All necessary information has been provided in my referral letter, detailing past medical history, current medications and known drug allergies.

We are committed to putting the needs of our patients first, using limited NHS resources efficiently, and working in positive collaboration across our local integrated care system. We would advise your trust medical directorate to discuss the use of Advice and Guidance directly with Lincolnshire Local Medical Committee.

In the meantime, we request that you accept this referral in its current form, assess the patient in line with your normal process, and send our patient an appointment without delay. Any failure to do so may cause delay to our patients care and could cause potential harm.

Yours sincerely

<Sender name>

**On behalf of <Sender details>**