

Dr A Adams

Dr B Ball

Dr C Conner

The GP Surgery

123 Medical Road

London

01/01/2022

Mrs Minnie Mouse

Disney Castle

Disneyland

Dear Mrs Mouse,

It is now time for your **Annual Diabetes Review**. Following feedback from our patients we are making improvements to our diabetes review processes to offer you more personalized care. From now on we are inviting you for your appointment in/around your birthday month – this will make it easier for everyone to remember when your annual diabetes review is due in future. As this is a new change, you may have already had your annual diabetes review recently, however we would still like you to attend again so that we can bring your review in line with this new process going forward.

We are also changing the way we carry out your annual diabetes review. You will have an initial **Test and Checks Appointment** (appointment 1) with the healthcare assistant on _____. This will include checking your blood, blood pressure and urine, as well as gathering some information about your lifestyle and the way diabetes impacts your life. Some of the areas you might like to talk about could include diet and exercise, your weight, issues with your medication, problems with your eyes or your feet related to your diabetes, or how your diabetes makes you feel.

During this first appointment you will be booked in for a second **Diabetes Review Appointment** (appointment 2) about 2 weeks later with the diabetes nurse or doctor. Prior to this appointment you will be sent a copy of your results in your preferred way (letter, email or text) so you can review them and consider any questions you might have. At your Diabetes Review Appointment you can discuss your results, set a future action plan together with your healthcare professional and decide when your next tests and review should be done.

Please call the surgery on 000 1111 2222 to rearrange your **Test and Checks Appointment** (appointment 1) if the time/date does not suit you. When you attend your appointment, please collect a white urine bottle from reception and do a urine sample BEFORE you see the healthcare assistant as this is an important test of your kidney function.

Yours sincerely,

The Diabetes Team