

Memory Service
Huntington House
Jockey Lane
York YO32 9XW
Tel: 01904 556741
www.tewv.nhs.uk

Our Ref: JW/CM

23 November 2017

PRIVATE AND CONFIDENTIAL

Dear Practice Manager

I am writing to ask for your help with regard to memory clinic referrals. So that we can more effectively manage the triage of these referrals we need to have all of the information listed below. It would therefore be really helpful if you could remind your GP colleagues of this essential requirement.

It is appreciated that some practices are already very good at completing the necessary tests which is helpful and much appreciated, however we are finding that there is an increasing number that are partially completed or not completed at all. Due to the volume of people referred to the memory service this then slows down the patient's journey from referral to diagnosis.

To enable us to action referrals we require the following information:

1. Comprehensive rationale for referral - outlining risks and current concerns
2. Carers/families details on the referral form including address and contact numbers
3. Blood tests:
 - FBC
 - ESR or CRP
 - U&E (including Calcium)
 - LFT
 - TFT
 - B12 & Folate
 - Glucose
 - Lipid profile
4. ECG – if pulse is below 60bpm or if patient has history/suspicion of heart disease
5. Full medication list
6. Full medical history

Any help you could give in this regard would be greatly appreciated.

With my best wishes and kind regards.

Yours sincerely

Claire MacDiarmid

(Manager)

Memory Services



Chairman Lesley Bessant **Chief Executive** Martin Barkley
Trust headquarters West Park Hospital, Edward Pease Way, Darlington, DL2 2TS