



The Mid Yorkshire Hospitals

NHS Trust

1. All expedite letters should be sent to the dedicated email address and must have the original referral letter attached.

Expedite letter email address is: myh-tr.myhtexpediteletters@nhs.net

All emails to the dedicated email address will be actioned daily (Monday to Friday)

2. Any other correspondence received via this expedite email address will be returned to sender and no further actions will be taken by MYHT.
3. The expedite letter will be processed and forwarded for review by the Clinician and triaged.
4. The completed expedite letter and completed accompanying expedite proforma will be completed by the clinician and returned (within 72 hours) to the booking teams and the required actions will be taken e.g. earlier appointment made.
5. The completed proforma and expedite letter will be scanned into the electronic patient records.
6. If the Clinician does not wish to make any changes or expedite the referral, a letter will be dictated to the General Practitioner / Referrer to provide outcome of the triage.