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**[](https://www.bing.com/images/search?view=detailV2&ccid=MzsFOWxx&id=C266094D98BD35875E186C6394D25DEAA69F492D&thid=OIP.MzsFOWxxCEB6ijkWxB1pIwHaHZ&q=interpreter+symbol+australia&simid=608037104824486594&selectedIndex=0)**Date

[Title] [Name]

[Address line 1]

[Address line 2]

[Suburb] [Postcode]

Need an Interpreter?  
 call: (03) xxxx xxxx

Dear [Title] [Name],

**Why are we contacting you?**

We are writing to confirm that **you are now on the planned surgery preparation list and are listed as ready for surgery.**

You are on the list to receive <Proposed procedure> at <Surgical unit responsible for care>, <Health service name>. The hospital has been told that you are ready for this surgery and that you have been assessed to be in clinical urgency category <insert 1, 2 or 3>, <optional timeframe of urgency category>.

**What happens next?**

**We will <patients preferred communication/contact method> to tell you when your surgery has been scheduled.** We will tell you about the date for the surgery, whether you need a pre-admission appointment, or need to see an anaesthetist before the surgery and any other information that you will need.

<Optional contact timeframe>.

**What if your condition changes?**

Your health is important to us. **If your health condition changes while you are waiting for surgery please contact your General Practitioner (GP) for advice or call <Name> <Surgical unit responsible for care> on <Contact phone number>.**

Please call <Name> <Position> on <Contact phone number> if you:

* have any questions about being on the planned surgery preparation list or planning for your surgery
* decide not to have the surgery
* have already had the surgery at another hospital
* need to change your contact details
* need to tell us about any time periods that you cannot be available for surgery.

Yours sincerely,

[Name]   
[Position]

[Health Service]