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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 but you are not ready for surgery for personal reasons.**

You are on the list to receive <Proposed procedure> at <Surgical unit responsible for care>, <Health service name>.

The hospital understands that you need to delay the surgery for personal reasons, for example work or personal commitments or a planned holiday.

There is a maximum time that you can delay your surgery for these reasons and remain on the list. You are in clinical urgency category <insert 1, 2 or 3>, which means you can ask to delay your surgery for up to a maximum of <insert 30, 90 or 180> days.

**What you need to do**

**Please tell us when you will be available for your surgery** by calling <Name> <Position> on <Contact phone number>. If you do not call the hospital we will contact you before the maximum time to delay your surgery expires.

The time you are listed as ‘not ready for surgery’ for any reason will not be counted in your overall waiting time.

**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:

* know when you will be available for your surgery
* 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.

Yours sincerely,

[Name]   
[Position]

[Health Service]