

CANCER REFERRALS IMPORTANT INFORMATION

Urgent Letters referring suspected cancer patients under the Cancer 2 week wait rule

Please follow these steps:

The date on the letter should correspond to the date on the fax cover sheet and should be faxed to the Trust within 24 hours of the letter being written. It is the responsibility of the GP to ensure that the referral arrives at the Trust within 24 hours of the decision to refer under the two week rule.

The letter must be faxed to a special number at Darlington Memorial Hospital and must be accompanied by the official 'cancer 2 week wait fax cover sheet'. The number is:



01325 743601



Any queries please contact Central Appointments Office (CAPO) on 01325 743333.
CAPO is staffed Monday – Friday 8.00am to 8.00pm.

If possible this number should be stored on your fax machine as a speed dial number, this will help reduce dialling errors.

Referrals that are received after hours (on a Friday) or on a Bank Holiday will be recorded by the Trust as follows:

- On a Friday evening, if this referral is not picked up by the Trust staff until the following working day morning, the referral should be recorded as being received on the day the fax arrived in the Trust (i.e. date stamp on top of the Fax)

PLEASE REMEMBER:

- The Trust will accept unsigned letters
- If you are awaiting investigation results say so in the letter but send the letter off, investigations can follow later.

Cancer breaches are investigated by the Primary Care Trust as part of the Significant Health Care Event Management Scheme.