

NAME & DOB	Title Given Name Surname	Date of Birth
Date	Short date letter merged	
INSTRUCTIONS FOR YOUR TEST		
BLOOD	<ul style="list-style-type: none"> <li>• Phlebotomy appointment weekdays at University Medical Practice.</li> <li>• Please book on-line via PATIENT ACCESS or with reception.</li> <li>• Royal Berkshire Hospital: Follow the link to arrange an appointment. You need to take a request form to the appointment <a href="http://www.swiftqueue.co.uk/royal_berkshire.php">www.swiftqueue.co.uk/royal_berkshire.php</a></li> </ul> <p><input type="checkbox"/> NON-FASTING</p> <p><input type="checkbox"/> FASTING DO NOT eat or drink anything (except plenty of water) 12 hours before</p> <p>TEST IS DUE:      now/ later date .....</p> <p>Other instructions:</p>	
URINE & STOOL TEST	<p>You need a request form &amp; a sample pot</p> <p>The sample pot <u>MUST</u> have YOUR NAME, DATE OF BIRTH, NHS NUMBER and ADDRESS on it. Use a label if this has been provided</p> <p>Also, <u>must</u> have the DATE OF SAMPLE on it.</p> <p>Urine samples must be filled to the 10mls line where marked.</p> <p>Put sample pot &amp; form in the plastic bag provide</p>	
WHERE TO LEAVE THE SAMPLE	<p>Monday to Friday <u>before 3pm.</u></p> <ul style="list-style-type: none"> <li>• University Medical Practice put through the flap on the door to the left of the touchscreen in Reception.</li> <li>• After that time or as an alternative, samples should be taken directly to The Royal Berkshire Hospital specimen drop off point, which is located in the south block, down the stairs to the lab hatch.</li> </ul>	
XRAYS	<p>Royal Berkshire Hospital x-ray department Level 2. Monday to Friday 8.00am to 4.30 pm. Appointment only.</p> <p>The form is sent electronically or you can take the request form. Book an appointment online, <a href="http://www.swiftqueue.co.uk/royal_berkshire_radiology.php">www.swiftqueue.co.uk/royal_berkshire_radiology.php</a> for Royal Berkshire Hospital, Bracknell Healthspace and Townlands.</p> <p>Patients who do not have access to the internet can call 0118 3227991</p> <p>West Berkshire Community Hospital offers a walk in service Monday to Saturday 9am-4pm, take xray form with you.</p>	
OTHER TESTS		
GETTING MY RESULT	<p>Most results are available in 1 week but some take longer</p> <p><u>You can get your result the following way:</u></p> <ul style="list-style-type: none"> <li>• Electronic via PATIENT ACCESS (You need to register with the practice) Or use the NHS APP</li> <li>• EMAIL reception on: bobieb-bw.umg@nhs.net</li> </ul> <p>Include your full name, date of birth, address and test you had done</p> <ul style="list-style-type: none"> <li>• Telephone University Medical Practice 0118 9874551 Monday – Fri 10am- 5pm</li> </ul> <p>Reception can only give the result message given by the GP.</p> <p>Reception cannot give results in person at the reception desk due to patient confidentiality.</p> <p>We are unable to give results requested by the hospital you will need to contact the hospital directly</p> <p>If your test results show that you need more tests or treatment, we will contact you.</p> <p>Check we have your correct contact details</p> <p>If you have opted in to receive text messaging, we may contact you to advise a follow up appointment. Please ensure that we have an up-to-date mobile number for you that we can use.</p> <p>If you have received a SMS text from the practice and this is routine reception will book a routine appointment for you. You will only get an urgent appointment if the clinician has requested this.</p>	
Follow up appointment	<p>Book a follow up appointment by the clinician if you have been asked to do so</p> <p>Book with: <input type="checkbox"/> GP      <input type="checkbox"/> Practice pharmacist      <input type="checkbox"/> Practice nurse</p> <p>When ..... Face to Face/ Phone appointment</p>	