**Communication patient template**

According to the instructions of this QI project, you may need to invite your patient in to your surgery for a review of their diagnosis.

Simply use this template and adapt it for your patients.

**QI Project**

Dear [*Name]*,

Here at >insert practice name< we are always striving to make improvements in the care that we offer our patients. Recently we have undertaken a review of some of our COPD patient records, and it has come to our attention that your records are incomplete.

It is important that we update our records so that we can manage your lung condition effectively, and keep you well.

I have arranged the following appointment for you to attend for this review.

>insert appointment details<

If you have a **blue inhaler** (Salbutamol) please **take two-puffs 20-minutes before** your appointment time. If you do not have one of these inhalers, you can still attend the appointment.

With Kind Regards,

*[Your name]*