



PRIVATE AND CONFIDENTIAL
TO BE OPENED BY ADDRESSEE ONLY

NAME
ADDRESS

DEAR

Re: Entitlement to receive HSC treatment free of charge in Northern Ireland

I am writing to you in reference to your recent admission to *insert ward* at *insert Hospital name*

Health and Social Care Trusts have a legal obligation to identify patients who may not be entitled to free treatment in Northern Ireland and to charge them accordingly. In order to meet this obligation the Trust undertakes verification work to confirm a patient's entitlement. An advice leaflet is enclosed for your information.

To help us confirm your entitlement to free treatment, could you please complete the attached questionnaire and return it with the supporting documentation. If you are already aware that you are required to pay or wish to pay for your Health Service treatment, please complete section 7 of the questionnaire

All documentation should be returned no later than 14 days from the date of this letter. An addressed envelope is enclosed for your convenience.

Please note you are deemed chargeable until you provide the supporting documentary evidence requested. A current price list is enclosed for your information.

If you need help in completing this questionnaire, have a query regarding this matter, require this information in an alternative language or format or have any special requirements, you can contact the Paying Patient Officer by phone or email

insert appropriate email address

Insert appropriate telephone number

Yours sincerely

Paying Patient Officer

Lagan Valley Hospital
Hillsborough Road
Lisburn
BT28 1JP