

Trust Head Office
The Lodge
The Chase
Wickford Essex
SS11 7XX

Telephone:

Chair: Sheila Salmon
Chief Executive: Sally Morris

Dear.....

Admission to Hospital

You have been admitted to hospital so that you can be cared for closely and receive treatment to help you. We all hope that you will be able to be discharged as soon as possible. Your expected date of discharge is

During your stay, you will receive the highest standards of care until you are well enough to be discharged. If you have any questions about your care, or if you don't think that the standard of care is as high as it should be, then please discuss this with the ward manager, or, if you want someone outside the ward to look at something, then please contact the Patient Advice Service (PALS). A Hospital admission is intended to offer you treatment during the most difficult stage of your problems and we will work with you towards discharging you from the ward as soon as possible.

If you have any concerns about your discharge, please speak to your Named Nurse, Consultant or Care Co-ordinator as soon as possible, so that any problems can be dealt with sooner rather than later. If you have a housing problem (for instance with nowhere to go) it may be that you will be discharged to the local authority for Homeless Accommodation, but we will discuss this with you.

We will work closely with you, your family and the services which you might require to make certain that all arrangements are in place before you leave hospital. Any questions you or your family have will be discussed and if possible answered.

I repeat that it is not our plan to keep you in hospital as long as possible; we want you to become well enough to return to the community and that is what all the staff are working to.

Yours sincerely

Sally Morris
Chief Executive