

Appendix 2 – Guidance to ward staff for issuing the Patient Passport to patients

- The Patient Passport should be issued to patients when they are being discharged.
- The consultant in charge of the patient's care should advise the ward clerk of which documents should be included by ticking/writing on the front of the Patient Passport.
- The patient should be issued with **photocopies** of the appropriate documents marked as *patient's own copy* (particularly important with ECGs as originals fade over time).
- **The passport should always include a copy of the discharge summary**
N.B. Please always follow your Trust's guidance for copying patient letters. Where this does not exist please see the DH's publication [Copying letters to patients: good practice guidance](#).
- **It is important to explain to the patient that:**
 - This passport will contain information which is personal and that is important they keep all personal information safe and secure.
 - It is up to them to keep this information up to date by removing old health records when adding newer versions and that having up to date information will help to get the right care as quickly as possible.
 - They are advised to carry the Patient Passport with them at all times as it has information which could be useful for medical staff.
 - If possible. they should offer the passport to medical or ambulance staff, particularly if being treated in an emergency
- Ask patient to sign a **Patient sign-up sheet when they receive the passport** (optional), agreeing to the passport and all the information explained, as above.

This guidance and the Patient Passport templates are available on the LCVP website:

www.slcsn.nhs.uk/lcv/passport.html