



Radiology / X-ray Department  
Victoria Hospital  
Hayfield Road  
Kirkcaldy  
KY2 5AH

Telephone: 01592 648103

Date:

Your GP has referred you for an x-ray.

**Please wait one full working day after seeing your GP**, then telephone our Booking Clerk on **01592 648103** who will arrange an appointment at a mutually convenient time and location. Please make contact as soon as possible after the day indicated.

This line is open Monday to Friday 9.30am to 4.30pm. If the line is engaged, please try again later.

Please use this letter to note the date and time of the appointment when it has been agreed.

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Hospital:

Date of appointment:

Time of appointment:

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**For patient and staff safety during the Coronavirus outbreak, we are operating on an appointment-only basis to control the number of people who may be in our waiting areas at one time. It is important that you attend the appointment alone if possible.**

**If you are experiencing symptoms of Coronavirus or if you have recently been in close contact with someone who is suffering from Coronavirus and are self-isolating, please do not attend the appointment. Instead, please contact us to re-arrange the appointment for a more suitable time.**

**Please note that entrance to the hospital is only available via the Main Entrance and there may be staff carrying out screening for Coronavirus upon arrival. Screening would involve a series of questions and your temperature may be taken.**

Car parking can be difficult. Please allow plenty of time for parking.

On arrival at the hospital, please follow the signs to the Radiology/X-ray Department. A self check-in desk is available and needs to be used in the absence of a receptionist.

Ambulance transport is available for patients who need help to attend their appointments due to their medical or mobility needs. To request a journey call the ambulance booking line on **0300 123 1236** (calls are charged at local rates for both landlines and mobiles). If you need to cancel your ambulance transport please call **0800 389 1333**.

If you are a British Sign Language user and need to make contact about your appointment, you can use the Equality and Human Rights SMS Text facility on **07805800005**.

The Hospitals are actively involved with the Universities in the teaching of the next generation of clinical staff. You may find that students are present when you attend for your appointment. If you would rather they were not present, please tell the nurse or doctor at the clinic that you do not want students present during your consultation.

If you no longer need this appointment, please telephone the Booking Clerk on **01592 648103** as soon as possible so that we can offer it to another patient.

Yours sincerely,  
Booking Clerk