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To : Chief Executives

Dear Colleague

**Information regarding publication of local Choosing Your Hospital booklets and the National Menu Supplement.**

Thank you for all your hard work in helping us to complete the second editions of the Choosing your hospital booklets.

This letter provides information on the publication of the local and National Menu booklets and contains an appendix with further delivery details for the attention of PCTs.

**Local Choosing your hospital booklets**

The local 'Choosing your hospital' booklets, first published in January '06, have been updated to reflect the reconfiguration of PCTs and changes to local commissioning rules.

The new booklets include some improved design features developed from the evaluation of the first edition of the booklet and also contain comparative indicators on both NHS and IS providers.

The updated booklets are currently being published on the Choice pages on the nhs.uk website, following PCT sign off. Printing and distribution to PCTs will follow shortly and is expected to be complete by the end of January '07.

You can download the PDF for each booklet, as they are made available, through the link below: <http://www.nhs.uk/England/Choice/>

**Alternative formats**

The generic text from the Choosing your hospital booklet will also be available in five alternative formats and 12 languages.

## **National menu supplement**

The National menu supplement to Choosing your hospital is now available to download from the nhs.uk website. ( <http://www.nhs.uk/england/choice/pdfs/NationalMenu.pdf> )

The supplements are currently being printed and a small number will be delivered to PCTs before Christmas for distribution to GP Practices and to other local healthcare professionals.

The National menu supplement is designed to be used in conjunction with Choose and Book and provides information about the choices of providers within the Extended Choice Network. In this way, the booklet supplements the information contained in the local 'Choosing your hospital' booklets.

Please see the attached appendix for more details on the distribution and ordering process for each of the booklets.

Yours sincerely,

Diana Cowles  
Choice Implementation Lead  
Department of Health

**To :** PCT Chief Executives  
**Cc :** PCT Choice Leads

**Appendix - Publication and distribution of local Choosing Your Hospital booklets and the National Menu Supplement.**

This note provides further details for PCTs on the publication and delivery details of the local and National Menu booklets.

**Local Choosing your hospital booklets**

The new booklets have been tailored to each of the 152 reconfigured PCTs and include some improved design features developed from the evaluation of the first edition of the booklet. The booklets also contain comparative indicators on both NHS and IS providers.

We are printing approximately 4.3 million copies of this second edition of the local booklets – this quantity covers the period until the end of March 2007 ( based on GP referral numbers from 2005/06 plus a 5% contingency. )

Upon receipt of the second edition of the local booklets, please replace existing stock of ‘Choosing your hospital’ booklets with the updated version.

In your first delivery you will receive two months’ worth of booklets. Once you have received this delivery you then have three options on how to receive more booklets:

- on a monthly basis,
- all in one batch or
- in smaller batches up to the end of March 2007.

When you receive your first delivery of booklets you will also be provided with instructions on how to order more booklets.

**Alternative formats**

The generic text from the Choosing your hospital booklet will be available in five alternative formats and 12 languages. These formats will be available to order from Prolog shortly – please note that the new Braille version is available now. We will contact you to provide full ordering details, however, in the meantime, the current versions are still in stock at Prolog.

The languages are Arabic, Bengali, Cantonese, French, Gujarati, Mandarin, Polish, Portuguese, Punjabi, Somali, Turkish and Urdu.

The alternative formats are audio, Braille, British Sign Language and large print. The easy-to-read version will remain the same as the first edition of the booklet (January 2006) and is still available to order from Prolog. This version can also be displayed as a poster.

**National menu supplement**

The National menu supplement to Choosing your hospital is now available to download from the [www.nhs.uk](http://www.nhs.uk) website. [www.nhs.uk/england/choice/pdfs/NationalMenu.pdf](http://www.nhs.uk/england/choice/pdfs/NationalMenu.pdf)

The supplements are currently being printed and a small number will be delivered to PCTs before Christmas for distribution to GP Practices and to other local healthcare professionals.

The National menu supplement is designed to be used in conjunction with Choose and Book and provides information about the choices of providers within the Extended Choice Network. In this way, the booklet supplements the information contained in the local 'Choosing your hospital' booklets.

The local booklet should continue to be offered to patients first. Patients may express a wish to consider treatment outside their local area and the supplement can be used to advise them on their wider choices. The supplement is intended to be a reference tool for GPs, practice nurses, practice managers, patient care advisors and any other professionals involved in advising patients. You may wish to forward this letter to your GP practice managers for information.

The quantity of supplements delivered to your PCT will reflect approximate numbers of the above professionals – these quantities range from 100 to 1000 supplements for each PCT. You also have the opportunity to order a small number of additional booklets for voluntary sector organisations and patients. The ordering details will be dispatched with your first delivery of National menu supplements in December. Please note that the supplement has 116 pages.

If you have any queries that relate specifically to the distribution of booklets or if you have not yet provided delivery details for your Primary Care Trust, please contact *Eileen Mann* at [eileen.mann@coi.gsi.gov.uk](mailto:eileen.mann@coi.gsi.gov.uk).