

## Appendix 1

### NHS HEALTH CHECK INVITATIONS

#### 1. The Invitation process

- 1.1 The GP Practice will identify the required number of patients eligible to receive an invitation to an NHS Health Check.
- 1.2 Initial invitations shall be sent out during the first month of each quarter of the year, allowing for an even uptake of health check assessments over time. National good practice guidance also recommends following up with a text reminder one week later. All invitations shall be followed up with a final reminder sent out 4 weeks later.
- 1.3 Invitations are to be drafted according to the instructions supplied by the Public Health Dorset (see Appendix 2).
- 1.4 The Provider shall ensure that the NHS Health Check information leaflet<sup>1</sup> is included with every invitation sent to each Service User.
- 1.5 The GP Practice will record on each Service User's GP record the date of all invitations issued within the scope of this agreement.
- 1.6 All data collected from The Invitation Process will be recorded in accordance with Excel spreadsheet (Appendix 4).

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<sup>1</sup> Available from [https://www.orderline.dh.gov.uk/ecom\\_dh/public/saleproducts](https://www.orderline.dh.gov.uk/ecom_dh/public/saleproducts). REF; 2900902