Charlotte Keel Medical Practice

Subclinical hypothyroidism recalls SOP

1. Run monthly recall list (automatically run on 1st of every month) looking for recalls in the previous month.

2. Go into patient record and check investigations for a thyroid function blood test result in the last year. If one of these tests has been done in the last year, add a blood diary recall using the Ardens diary recall template for the date it is next due. Complete the diary current diary recall. Move to next patient on list.

3. If patient has **not had a thyroid function blood test** result in last year, the patient is due a subclinical hypothyroidism recall, send text message using text template 'lab test due'. You will need to add a self book link for F2F appointment choosing the .Bloods over 16 HCA' slot type or if under 16 choose 'Bloods under 16s HCA' slot type. Complete the lab test due recall and add the blood test due using the Ardens blood diary recall.

4. **Non-responders.** Check how many times the patient has been contacted to make an appointment in care history and consultations for the repeat test. If it is clear that the patient has been contacted twice and has not made an appointment/had the test done, please contact the GP/nurse who requested the test and advise them that the patient has not responded to 2 invitations. The GP/nurse should advise you what to do. If they do not want the patient to be contacted again then delete the recall.

5. Rerun recall list and it should be 0.

Change register
14/08/25 RH agreed to extend 3 months due to being consumed by recall practices SOP.