My referral record

Who it is for: Anyone waiting, including parents and carers. **Time:** 5 minutes to start.

What this helps with: Keep referral dates, service contacts and agreed next steps in one place.

3 **One practical action:** Find one referral letter or message and write down the service name and next contact step.

Free to use. No diagnosis, account or screening purchase needed. Skip any prompt.
Keep your copy private and share only what you choose. Nothing is sent to the charity.

Referral details

Referrer / date sent / receiving service / reference

Service contact

Team / contact details / preferred contact method

What has been confirmed?

Referral received? Information still needed? Who told me, and when?

Contact log

Date / person or team / what was agreed / next action and date

Change to report and who I will contact

My next step and when I will check again

Where to go next: Use My appointment preparation sheet. If needs change, contact the service and your usual professional.

Urgent help

If you cannot keep yourself or someone else safe, call **999** or go to **A&E**.

More support: matthewlockadhdcharity.com/emergency-contacts | NHS source

Prepared for: Matthew Lock ADHD Charity. Draft content: AI-assisted.
Source and accessibility check: 14 November 2026.
Charity reviewer: pending sign-off. Review status: not yet clinically reviewed.

Guidance: NHS adults | NHS children | NHS appointment preparation