



Dear Colleague,

Please complete both the accompanying FMT Request Form (FMT-DON-009) and FMT Order Form (FMT-DON-010) for each patient you are requesting an FMT treatment for.

You may complete the FMT request and Order forms manually or electronically **but both completed forms** must be emailed back to our secure NHS inbox: bhs-tr.FMT@nhs.net

If you wish to complete the forms manually you will need to print both the FMT request and FMT order forms. After completing all the sections of both forms, please ensure the Requesting Consultant has hand signed the FMT request form before scanning and emailing both forms back to the FMT inbox.

If you are completing the forms electronically using a PDF viewer (i.e ACROBAT), you will be asked to digitally sign the FMT request form. If the request and order forms are not being completed by the requesting consultant, you may complete the forms, print them off and obtain the requesting consultants hand signature before scanning and emailing them to the FMT inbox.

Alternatively, you may complete the forms electronically, email them to the requesting consultant who can electronically sign the consultant signature box on the front page of the FMT request form prior to emailing them back to the FMT inbox.

Once you are ready to submit your signed and completed FMT Request Form and Order Form, please ensure you have copied in all the team members you wish to be included in the email trail relating to your FMT request.

Please be advised any FMT requests received that do not carry a requesting consultants signatures (hand signed/digital stamp) will not be ratified. Also, each FMT request form must be accompanied by a completed FMT order form at the time of request.

Thank you in advance

Miss Sahida Shabir

MTC Manager