No. of letters selected	Patient name (to be removed during redaction)	Patient Unique research ID (to be added during redaction)	Categorisation (**Unsuccessful** OR **successful** discharge letter example)	Reason for selection & categorisation (e.g. any key good or bad points about letter)
EXAMPLE (Before redaction) *(after redaction)*	*Mr Joe Smith* ███████	*P0001*	*Unsuccessful* *Unsuccessful*	*Bad points: Medication alterations poorly outlined and information given to patient not explained*
1				
2				
3				

More rows to be added as needed…

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1.Weetman K., Spencer R., Dale J*., et al.* What makes a "successful" or "unsuccessful" discharge letter? Hospital clinician and General Practitioner assessments of the quality of discharge letters. *BMC Health Services Research*. 2021;21(1):349. https://doi.org/10.1186/s12913-021-06345-z [Accessed: 18/05/21].