



SECOND OPINION REQUEST PROCESS

NHS Right to Choose – Neurodevelopmental Assessment

You may submit a formal request for a second opinion **14 calendar days after receiving your assessment report.**

This timeframe is in place to ensure you have had sufficient opportunity to:

- Review your report in detail
- Share the findings with relevant professionals (e.g. GP, school, or support services)
- Begin implementing any recommendations provided by the clinical team

When You Can Submit a Request

Important:

If a request is submitted **before the 14-day period, it will not be processed.** You will need to resubmit your request once the appropriate timeframe has passed.

How To Submit Your Request

Requests should be submitted via the **Second Opinions page on the website.**

Once your request has been submitted, the CCS Team will contact you via email to:

- Confirm receipt and acknowledge your second opinion request
- Provide guidance on supporting information you may submit
- Advise who can provide supporting evidence (e.g. healthcare professionals, education providers)
- Share links to any relevant forms
- Provide access to a **consent form**

What Happens Next

Consent & Supporting Information

The consent form will confirm that:

- You understand the second opinion process
- You agree to submit all required supporting documentation within the given timeframe

You will have **4 weeks from the date** of the email to return:

- The completed consent form
- Any supporting evidence you wish to be considered

The CCS Team email will include the date of the **next available Complex Multidisciplinary Team (MDT) meeting, which will be specifically allocated to the team to review your request.**

All documentation must be submitted before the date provided. If your information is not received by this deadline, it will not be reviewed or considered, as it will miss the scheduled MDT meeting.

MDT Review Timeline

Outcome

Once reviewed at the MDT meeting, a decision will be made regarding your request for a second opinion. You will be informed of the outcome following the review.

If it is determined that a re-assessment is appropriate, you will be passed over to the neurodevelopmental assessment team, who will be in touch with your scheduled dates in due course.

If the team determines that a re-assessment is not indicated at this time, a written response will be provided to you outlining the reasons for this decision, based on the clinical information available and the additional evidence you have submitted.

Communication and Next Steps

You do not need to contact the service regarding the outcome of this review. Once a decision has been made, we will contact you directly to inform you of the outcome and any next steps. We appreciate your patience while this process is completed.