

Charité | KVZ | Augustenburger Platz 1 | 13353 Berlin

To the parents of

**Charité - Universitätsmedizin Berlin  
Einladungs- und Rückmeldewesen  
für Kinder-Früherkennungsuntersuchungen**

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Berlin, tt.mm.jjjj

**Reminder for the UX for your child Xxxx**

Screening-ID:   
000 000 000 000

Dear parents, dear guardians,

Have you already booked an appointment for the UX for Xxxx, or has the examination perhaps already been done?

We, the Central Office for the invitation and feedback process, collect data on the participants in the early diagnostic examinations in Berlin and have unfortunately not yet received any notification in respect to this. This may be due to a number of reasons:

- If the examination was carried out more than 10 days ago, there may perhaps have been a miscommunication between us and your paediatrician in Berlin. In this case, please get in touch with us via a quick phone call, fax or e-mail.
- If the examination has already been carried out, or you have already made an appointment, then we wish you and your child all the best and in this case this letter does not require any action on your part. We assume that we will receive confirmation of the examination shortly.
- If you have not yet managed to arrange an appointment – we know that things can be difficult when you have young children – then please contact your paediatrician without delay, so that the UX can still be carried out before dd/mm/yyyy.

If your paediatrician does not have any more appointments available, you can find further information on our website which will help you to find a doctor, as well as a contact list of medical practices where you can get an appointment at short notice.

It is important to establish at an early stage whether Xxxx's development is progressing normally or whether there are any threats to their physical or psychological development. An appropriate course of treatment can only be effective if problems are diagnosed at an early stage. Since 2017, the examinations (U1- U9) have also been used to detect behavioural abnormalities in the child's psycho-social development, for, here too, taking action as early as possible is the best way to help your child.

**So, for the good of your child, be sure to make use of the early diagnostic examinations on offer!**

If we find that, shortly before the end of the prescribed period for the examination, we do not have a certificate from your paediatrician to confirm that your child has undergone the examination, we will be obliged to inform the public health authorities for your district. Their employees will then get in touch with you in person and will, if necessary, offer you a home visit as well as advice/support. Please refrain from informing us about appointments that have been arranged, as it is only examinations that have actually taken place that have an influence on the procedure (not appointments).

With kind regards,

Your team at the Central Office of the obligatory invitation and feedback process for Early Child Development screening examinations