

GP Invitation

Palliative Care Case Conference

Insert name of your organisation

To:	Email/fax number:
From:	No. of pages: (including this page)
Subject: Palliative Case Conference	Date sent: (DD/MM/YY)

Dear Dr _____

A Palliative Care Case Conference is being organised for: _____ (Resident/client name)

Resident/client DOB (DD/MM/YY): _____

Proposed date (DD/MM/YY): _____ Start time: _____

Expected duration: _____ Venue: _____

As an important member of the care team for our resident/client, you are invited to participate.

Reason for case conference: _____

Please indicate availability to participate in this case conference by ticking one of the options below:

- Attending in person Unable to attend
- Attending via teleconference
Please provide your telephone number: _____
- Please reschedule so I can attend.
Proposed alternative date: (DD/MM/YY): _____ & time: _____

Please email/fax this back to: _____ (insert email/fax number)

Yours sincerely: _____ (name)

Role: _____ Organisation: _____