GP invitation

Palliative care case conference

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): _____ and time: _____

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

Yours sincerely (name): _____

Role: _____ **Organisation:** _____