

GP invitation

Organisation: _____

Palliative care case conference

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: _____