I am the PCP for \_\_\_\_\_\_\_\_\_\_ and work with [Care Coordinator Name], the Care Coordinator in the [Provider Clinic Name].  As you know, \_\_\_\_\_\_\_ is a \_\_\_\_\_\_\_\_\_\_\_\_\_year old with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All of you see him for subspecialty care.

**I am writing to invite you to participate in a case conference to discuss \_\_\_\_\_\_\_\_\_’s ongoing care needs.  We are taking every effort to improve care for our patients with complex health care needs.\***

Based on a thorough chart review and discussion with the family, we have identified the following areas for discussion:

1.

2.

3.

Please let us know whom to contact in your office to help set up at a time that is convenient for you to meet with us within the next 4-6 weeks.  We would ask 30 minutes of your valuable time to discuss and improve the health care needs of \_\_\_\_\_\_\_\_\_\_\_.  Thank you.

Sincerely,

Name, MD.

Practice Name

###-###-####

[name@email.com](mailto:Deborah.moss@chp.edu)

Name, RN, BSN

Care Coordinator

Practice Name

###-###-####

[name@email.com](mailto:Deborah.moss@chp.edu)