

Sample referral letter to a GP:

Your Logo

Business Name

Contact details.....

.....

Tel.

Email:

Date:

Dear Dr.....

Re: Your patient (...Client's name..)

Mrs.....has recently approached me to receive some sessions of (.....therapy name....)

She has given me some details of her medical history and I have suggested that she ask you first about her symptoms before proceeding with (.....therapy..).

I would be happy to work with her if you could give her clearance to go ahead either immediately or after any necessary medical attention has been given.

Best wishes

(..Practitioner name...)

Qualified Practitioner in

Change the wording to suit the situation. This wording leaves the situation open for a verbal reply which can be relayed by the client. Ask them to sign your client record to say that they have received medical advice before proceeding!

If you require a written statement from the doctor then include an SAE and a simple form added to the end of the letter stating:

I give permission for my patient (...Patient's name..) to receivetherapy.

Signature:.....

Date:.....

Sample referral letter to another CAM therapist:

- Talk to the other therapist by phone before referring someone to them-they may not be taking on new clients.
 - Give the new therapist only minimal information unless they ask for more detail.
 - You need to ask for and receive permission from the client in writing before transmitting their records if that is required.
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Your Logo

Business Name

Contact details.....

.....

Tel.

Email:

Date:

Dear

Re: My client (...Client's name..)

I have worked with Mrs/Mr.....forsessions using (.....therapy name....).

As discussed in our telephone conversation of (..date..) I feel that she would now benefit from working with your approach. Please advise me if you wish to see copies of her session notes or need any other information.

Best wishes

(..Practitioner name...)

Qualified/Registered Practitioner in