

## Form 2: Fax template (GP invitation)

### Fax Message

To		Fax Number	
From		No. of Pages (including this page)	
Subject	Palliative Care Case Conference	Date Sent	

Dear Dr \_\_\_\_\_

A Palliative Care Case Conference has been organised for \_\_\_\_\_ (resident name)

Date: \_\_\_ / \_\_\_ / \_\_\_ Start time: \_\_\_\_\_ Expected duration: \_\_\_\_\_

Venue: \_\_\_\_\_

As a vital member of the care team we invite you to participate. Medicare EPC items allow reimbursement for case conferences of at least 15 minutes.

Please advise if you are able to participate in this case conference by ticking one of the options below:

- Attending in person
  Attending via teleconference (telephone: \_\_\_\_\_ )
   
 Unable to attend

Please fax this back to \_\_\_\_\_ (insert fax number) by \_\_\_ / \_\_\_ / \_\_\_

Looking forward to your reply.

Sincerely

\_\_\_\_\_  
(name)

Palliative Care Case Conference Facilitator