

## **FOLLOW-UP LETTER**

Print on Office Letterhead

Date

Healthcare Provider contact information

Dear Dr.\_\_\_\_ or Dear( Insert name of facility)\_\_\_\_\_

Thank you for caring for my patient\_\_\_\_\_

A referral/transition of care record was sent electronically to you on\_\_\_\_\_. I appreciate the great care that you give to our patients and for allowing me to communicate with you in this fashion to improve the continuity of care of our mutual patients.

I have included directions to assist you to set up your preferences in the P2P Open network to ensure that you always receive an email notification to alert you to the presence of a referral/transition of care record. Once you open the email notification you will be able to access the referral/transition of care record by clicking the link to the secure, encrypted P2P open portal where the clinical information is stored.

Please let me know if you did not receive the email notification. Feel free to call me on my cell phone (insert cell phone) or the office (insert office number)

Sincerely,  
Dr. Stasia Kahn  
Symphony Medical Group