

General Instructions for Letter
to send with Caregivers and Consent
document

1. Complete all blank areas in the heading and the body of the letter.
2. Complete the signature block (signature above line, printed name, address, phone, email information below signature line and the date ONLY before the Notary.
3. Attach this letter to the Caregivers and Consent document when you mail and courier service (see *General Instructions for Caregivers and Consent document for further details.*)

To: All Healthcare Providers for Patient named _____
with Date of Birth _____

RE: Caregivers and Consent document

CC: All representatives, subsidiaries, parent companies, attorneys, Chief of Staff, Chief Quality Officer, Medical Executive Committee, Board of Trustees, Chief Executive Officer

I am the legally authorized surrogate for Patient named _____ with Date of Birth _____.

Attached is the Caregivers and Consent document for Patient named _____ with Date of Birth _____.

Please ensure that the Caregivers and Consent document is clearly accessible in the electronic medical record at all times for all healthcare providers.

Thank you in advance for your attention to this matter.

Name
Address
Phone
Email

Date

NOTARIZED ACKNOWLEDGEMENT

State of: _____

County of: _____

PERSONALLY came and appeared before me, the undersigned Notary, within the named _____, who is a resident of _____ County, State of _____.