Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am writing to welcome you into the care management program at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Together, you the patient, your provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I the care manager will work closely together to figure out ways to make changes to your health. We will assess your needs and strengths and look for ways to better your health.

At our initial meeting we started putting together a plan of care. This plan will guide us in determining if we are making progress or if we need to make adjustments. Please be prepared to review this plan each time we meet or speak on the phone.

What you can expect at each call:  Review of medications  Review of the plan of care  Evaluation of \_\_\_\_\_\_\_\_\_\_\_ screening tests, blood sugars, weights, etc.

At the end of each visit/call we will discuss next steps, which include actions you will take and actions the care team will take. We will also set up the next call/visit.

I’m looking forward to partnering with you. Please let me know if you have any questions. Our next call/visit is scheduled to occur on \_\_\_\_\_\_\_\_\_\_\_\_ (date).