

**Resident Care Conference Procedure – No. 15008(A) - Appendix A**

\_\_\_\_\_  
(Date)

M \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

The Care Team will be reviewing \_\_\_\_\_  
(Name of Resident)  
at Team Conference on \_\_\_\_\_ at approximately \_\_\_\_\_  
(date) (time)  
in the \_\_\_\_\_.  
(location)

We welcome your attendance at this conference. Your input and concerns are an important part of this review.

Please check in at the front office when you arrive.

Please contact \_\_\_\_\_ at \_\_\_\_\_ and leave a message if you  
(contact name) (phone number)  
plan to attend or have any questions.

Thank you.

Sincerely,

\_\_\_\_\_  
Facility Manager