

CARING CONTACT SAMPLE LANGUAGE

OUTREACH FOR PERSONS SERVED WITH SUICIDAL IDEATIONS/RISK:

I am reaching out to make sure things are getting better for you. I was very concerned about how depressed you were the last time you were here to see me. Please feel free to call our office if you need an appointment sooner than your follow up. We are here for you and care for your emotional wellbeing. If you are having thoughts about suicide, please call our office at the number below and ask to speak to me. During holidays and after office hours, please call <insert number> and ask to speak to the provider on call. Another resource that you can call is: 988. Take care. I look forward to seeing you.

OUTREACH FOR PERSONS SERVED REQUESTING REFILLS BUT NO APPOINTMENT MADE:

I hope things are going well for you. You requested a refill of your medications. However, upon reviewing your chart, I noticed that the last time you were seen by me was on _____. At your last visit, you were encouraged to follow up in _____ months. In order to refill your prescriptions, I would like to see you. I am very concerned about your wellbeing and want to make sure that the medications continue to help you and that you are being offered safe quality care. Please call our office at <insert number> to make an appointment.

Thank you so much and I hope to hear from you soon. Take care.

OUTREACH FOLLOWING MISSED APPOINTMENT:

I hope things are going well for you. You had an appointment with me today but did not make it. I am very concerned about your wellbeing and want to make sure that the treatment plan that we are working on together is helpful to you and that you are making progress. Please call our office at <insert number> to make a follow-up appointment.

Thank you so much and I hope to hear from you soon. Take care.