

**\*\*Template Example: Common OET Referral Letter Mistakes for Nursing\*\***

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to refer [Patient's Name], a [age] year-old [gender] who has been under my care for [duration] due to [condition/diagnosis].

**\*\*Common Errors Noted:\*\***

1. **\*\*Lack of Clarity:\*\*** Failing to clearly state the purpose of the referral.

- **\*Example Mistake:\*** "This patient has problems."

- **\*Correction:\*** "I am referring this patient for further evaluation of their cardiovascular health."

2. **\*\*Inadequate Patient History:\*\*** Omitting key patient history details.

- **\*Example Mistake:\*** "Patient is sick."

- **\*Correction:\*** "Patient has a history of hypertension and diabetes, which complicates their current condition."

3. **\*\*Absence of Specific Concerns:\*\*** Not specifying the reason for referral clearly.

- **\*Example Mistake:\*** "Please see this patient."

- **\*Correction:\*** "I request a specialist opinion regarding their recent test results and ongoing symptoms."

4. **\*\*Improper Use of Medical Terminology:\*\*** Using terms incorrectly or being overly technical.

- **\*Example Mistake:\*** "Patient exhibits dyspnea."

- **\*Correction:\*** "The patient has difficulty breathing, which has worsened over the past week."

5. **\*\*Not Including Follow-up Instructions:\*\*** Omitting next steps or recommended follow-up.

- **\*Example Mistake:\*** "I hope you see this patient."

- **\*Correction:\*** "I recommend a follow-up appointment within the next two weeks to reassess their treatment plan."

Thank you for your attention to this referral. Please feel free to contact me if you require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Workplace]

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