

****OET Referral Letter Checklist for Nurses****

1. **Patient Information**

- Full name
- Date of birth
- Gender
- Contact details
- Medical record number

2. **Referring Nurse Information**

- Full name
- Position/Title
- Contact information
- Facility/Organization name
- Address

3. **Recipient Information**

- Specialist's name
- Specialty
- Contact information
- Facility/Organization name
- Address

4. **Patient Medical History**

- Relevant medical conditions
- Previous treatments and interventions
- Current medications
- Allergies

5. **Reason for Referral**

- Specific symptoms or concerns
- Duration of symptoms
- Any relevant test results

6. **Interventions and Actions Taken**

- Assessments completed
- Treatments provided
- Response to treatments

7. **Additional Information**

- Psychosocial aspects
- Patient's understanding of their condition
- Family support and involvement

8. **Closing Remarks**

- Request for specific action or consultation
- Offer to provide further information if needed
- Gratitude for the recipient's assistance

9. **Professional Closing**

- Signature
- Printed name
- Date of writing