*Proforma letter to discontinue care*

When choosing to discontinue care of a patient, be mindful of medico-legal issues such as anti-discrimination laws. For more information, please refer to the RACGPs [*General practice – A safe place: A guide for the prevention and management of patient-initiated violence*](https://www.racgp.org.au/FSDEDEV/media/documents/Running%20a%20practice/Security/General-practice-A-safe-place.pdf).

[Insert practice address]

[Date]

Dear Mr/Ms

Staff at [insert practice name] have recently reported an incident [insert date or approximate date] where you [insert a phrase that objectively describes the patient’s violent behaviour] and that they were threatened by your behaviour.

The safety of patients and staff in this practice is very important to us. Therefore, we cannot tolerate your threatening behaviour of [insert date].

As a result, we are discontinuing your care at [insert practice name].

This means that you are unable to attend this practice for ongoing medical care. Please do not contact the practice or come to the practice for an appointment. Please find another clinic at which to receive your healthcare.

We will transfer a copy of your health record to your new clinic when we receive a written request with the new clinic’s contact details.

Yours sincerely

Practice Manager

Disclaimer

The information set out in this publication is current at the date of first publication and is intended for use as a guide of a general nature only and may or may not be relevant to particular patients or circumstances. Nor is this publication exhaustive of the subject matter. It is no substitute for individual inquiry. Compliance with any recommendations does not guarantee discharge of the duty of care owed to patients. The RACGP and its employees and agents have no liability (including for negligence) to any users of the information contained in this publication.

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*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*