

# Collaborative Care Role Clarification

**Date:** [Insert Date]

**From:** [Your Name] [Your Title] [Your Organization]

**To:** [Recipient Name] [Recipient Title] [Recipient Organization]

Dear [Recipient Name],

As we move forward with our collaborative care initiatives, I would like to take this opportunity to clarify the roles and responsibilities of each team member to ensure streamlined communication and effective patient care.

## Roles and Responsibilities

**[Your Role]:** [Brief description of your role and responsibilities]

**[Team Member 1 Role]:** [Brief description of their role and responsibilities]

**[Team Member 2 Role]:** [Brief description of their role and responsibilities]

## Collaboration Goals

To achieve our objectives, we will focus on the following collaboration goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please feel free to reach out if you have any questions or suggestions regarding this collaborative care plan. Let's work together to ensure the best outcomes for our patients.

Thank you for your commitment to teamwork and patient care.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]