

Instructions - FAIR Sample Letter to Physician

The diagnosis of Alzheimer's disease or a related dementia for the care receiver must be on a document that has the signature of the physician, physician's assistant or nurse practitioner and that person's address. The original document is preferable, but a faxed copy is acceptable to provide services. Proof of diagnosis must be in the service recipient's file.

If you use the sample letter attached, put it on your letterhead or place your agency's name and address at the top of the document.

The name and address of the person with Alzheimer's disease or a related dementia (the care receiver) goes in the "**Re:**" section and that person's name goes in the blank, "**The family caregiver of _____.**"

The sample letter is provided to expedite getting proof of diagnosis, because the only thing required is the signature of the doctor, doctor's assistant or nurse practitioner. If you have something that works better for you, you may use it, as long as it clearly identifies both the care receiver and the health professional and includes the health professional's address.