Doctor’s Letters:

**Why we send Dr Letters & what information they give to Doctors.**

Doctor’s letters are sent to inform the pediatricians whether or not the child is eligible for the Up-to-3 Program and what services are being provided for those that qualify.

**How does this benefit the doctors?**

This helps the doctor’s to be able to know if the child is behind in a way that is concerning for them and what services are being provided to help the child to improve.

**Why does Up to 3 do this?** (Think child find and public relations as well as facilitating Family/dr discussion):

To keep the doctors informed as to what is happening with the children they have referred and to help them continue to be in the loop. It builds a good relationship with the doctors so that they trust us to send us more referrals.

**Who provides the information that goes into the dr. letter?** How does this information come to you?

Office staff will print monthly report of initial/annual IFSP completed. They will send doctor letter for all kiddos with signed release to dr in child’s file. They complete the dr letter using informaiton from IFSP in btots. They will leave unsigned copy of Dr letter in SC boxes with envelopes. SC will sign, make a copy for the file, mail one copy, put the other in the file.