

## OET Medicine Writing Week

Sandra Green

The task is: *Write a letter to a healthcare professional requesting continuation of care for a patient.*

### Planning

10 - 15 minutes:

- Find the purpose
- Identify the case notes you will use
- Organise the case notes into logical paragraphs

What is the situation after the above steps?

I can focus on writing = Perfect circumstances in which to write a letter

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### Identifying Purpose & Choosing Case Notes:

Ask yourself these questions about Sandra Green case notes:

1. Who am I writing to?	A psychiatrist
2. What is the reader's task	Further management
3. Do they know the patient?	No
4. Does the writer have any extra tasks?	No
5. Why am I writing <u>today</u> ?	Pt requested support
6. Is it urgent?	

<https://drive.google.com/file/d/1CwloLoYM7ImnlV9ZpvKUU3MIRGCJ-hs8/view?usp=sharing>

## Case Notes

**TIME ALLOWED: READING TIME: 5 MINUTES**  
**WRITING TIME: 40 MINUTES**

Read the case notes and complete the writing task which follows.

### Notes:

**Assume that today's date is 10 March 2019.**

Ms Sandra Green is a regular patient of yours at your general practice.

#### PATIENT DETAILS:

**Name:** Ms Sandra Green  
**DOB:** 08 February 2000 (19 y.o.)  
**Address:** 132 Nutwood St, Newtown

**Social background:** Saleswoman, IT company (= stressful job)  
Limited socialising (long work hours)  
Non-smoker & non-drinker  
Only child, lives alone  
Tennis practice/matches 2x/wk

**Family History:** Father – recurring gout (managed w. diet plan)  
Mother – hypercholesteroliema (low cholesterol diet)

**Medical history:** Nil significant, no surgeries  
2015: Anorexia Nervosa (A.N.), BMI =15.2  
Pt. taken by parents to outpatient clinic appts  
Pt. recovered w psychotherapy & nutritional support

**Current medication:** Herbal supplements from naturopath: ginkgo biloba & ginseng (both to ↓stress)  
Over-the-counter laxatives

**Treatment record**

**20 Feb 2019:** Presenting complaint: constipation (last 2 wks)  
Subjective: fatigue, bloating, no menstrual irregularities  
Objective: no distention visible, BP = 80/60, weight = 55 kg, height = 173 cm, BMI = 18.4  
Discussion: pt. requests strong laxatives, OTC laxatives ineffective  
Wants to 'look her best', role is 'very image focused'  
Pt. admitted to counting calories to maintain weight (approx. 1700/day)  
Laxative request refused; suspected A.N. relapse  
Advice: ↑fibre in diet (e.g. oats, vegetables & legumes) & ↑calories (sport levels)  
CBC & BMP (Basic Medical Panel) ordered

**20 March 2019:** Blood test results: low FE, calcium, potassium, T3 & T4 = ?low nutrient level in diet  
Subjective: tearfulness, depressed mood, ↓energy  
Repeated request for laxatives  
Objective: BP = 80/60, weight = 53 kg, BMI = 17.7  
Discussion:  
Explained possible complications re long-term laxative use = IBS, colon infection & liver damage  
Pt. admits: laxatives for weight loss & may be 'slipping into old habits' = Calorie intake = approx. 1500/day  
Pt. requests A.N. support

**Plan:** Refer to psychiatrist  
Multidisciplinary team (psychiatrist to organise): GP, psychiatrist & nutritionist

**Writing Task:**

Using the information in the case notes, write a letter of referral to Dr Smith, Psychiatrist, summarising Ms Green's relevant medical history, outlining your concerns and requesting further management. Address the letter to Dr John Smith, Psychiatrist, Newtown Hospital, 123 High Street, Newtown.

**In your answer:**

- Expand the relevant notes into complete sentences
- Do not use note form
- Use letter format

**The body of the letter should be approximately 180–200 words.**

## Paragraph Plan

Make a paragraph plan using the planning and discussions in class, using any of the below paragraph functions:

Introduction	Patient name: General Medical Context: General Request:
Background	<p><b>Medical history:</b> <del>Nil significant, no surgeries</del>          ✓ 2015: Anorexia Nervosa (A.N.), BMI = 15.2  <del>Pt. taken by parents to outpatient clinic appts</del>          ✓ Pt. recovered w psychotherapy &amp; nutritional support</p> <p><b>Social background:</b> Saleswoman, IT company (= stressful job) (+ image focussed?)</p>
20 <sup>th</sup> Feb	<p><b>Treatment record</b></p> <p><b>20 Feb 2019:</b></p> <p>Presenting complaint: constipation (last 2 wks) ✓</p> <p>Subjective: fatigue, bloating, no menstrual irregularities</p> <p>Objective: no distention visible, BP = 80/60, weight = 55 kg, height = 173 cm, BMI = 18.4</p> <p>Discussion: pt. requests strong laxatives, OTC laxatives ineffective ✓</p> <p>Wants to "look her best", role is "very image focused"</p> <p>✓ Pt. admitted to counting calories to maintain weight (approx. 1700/day)</p> <p>Laxative request refused; suspected A.N. relapse</p> <p>Advice: ↑fibre in diet (e.g. oats, vegetables &amp; legumes) &amp; ↑calories (sport levels)</p> <p>CBC &amp; BMP (Basic Medical Panel) ordered</p>
20 <sup>th</sup> March	<p><b>20 March 2019:</b> <del>Sum</del> - Blood test results: low FE, calcium, potassium, T3 &amp; T4 = ?low nutrient level in diet</p> <p>✓ Subjective: tearfulness, depressed mood, ↓energy</p> <p>✓ Repeated request for laxatives</p> <p>✓ Objective: BP = 80/60, weight = 53 kg, BMI = 17.7</p> <p>Discussion:</p> <p>✓ Explained possible complications re long-term laxative use = <del>IBS, colon infection &amp; liver damage</del></p> <p>✓ Pt. admits: laxatives for weight loss &amp; may be 'slipping into old habits' = Calorie intake = approx. 1500/day ✓</p>
Request	<p>Pt. requests A.N. support</p> <p><b>Plan:</b></p> <p>Refer to psychiatrist</p> <p>Multidisciplinary team (psychiatrist to organise): GP, psychiatrist &amp; nutritionist</p>

*Homework: Write your Background & 20<sup>th</sup> February paragraphs and send to [paul@set-english.com](mailto:paul@set-english.com)*

## Introductions

Student	Teacher
<p><del>Dear</del> Dr John Smith            Psychiatrist            Newtown Hospital            123 High Street            Newtown</p> <p>10 March 2019</p> <p>Dear Dr Smith,</p> <p>Re: Ms Sandra Green, Age 19</p> <p>I am writing regarding Ms Green, who has presented with signs and symptoms of anorexia nervosa. She is being referred to you and now requires further management.</p>	<p>Although not inaccurate, mention of the suspected relapse would paint a more rounded picture.</p>
<p>Dr John Smith            Psychiatrist            Newtown Hospital            123 High Street            Newtown</p> <p>10<sup>th</sup> March 2019</p> <p>Dear Dr Smith,</p> <p>Re: Ms Sandra Green, DOB: 8<sup>th</sup> February 2000</p> <p>I am writing regarding Ms Green, who has relapsed anorexia nervosa. She is being referred to you and now requires further management.</p>	
<p>Dr John Smith            Psychiatrist            Newtown Hospital            123 High Street            Newtown</p> <p>10<sup>th</sup> March 2019</p>	

<p>Dear Dr Smith,</p> <p>Re: Ms Sandra Green, DOB:8<sup>th</sup> February 2000</p> <p>I am writing regarding Ms Green, who has anorexia nervosa and has requested A.N. support. She is being referred to you for further management.</p>	<p>There's nothing wrong with including patient request in intro – but danger of repetition in request.</p>
<p>Dr John Smith Psychiatrist Newtown Hospital 123 High Street Newtown</p> <p>20 March 2019</p> <p>Dear Dr Smith,</p> <p>Re: Sandra Green, DOB: 8th February 2000</p> <p>I am writing regarding Ms Green, who has <del>been</del> <b>having</b> anorexia nervosa. She now requires your specialised further management.</p>	
<p>I am writing this letter to refer this 19 year old young woman , who had admitted to our clinic with sings and symptoms of A.N relapse.</p>	<p>I am writing to refer Ms Sandra Green, who has signs and symptoms of anorexia nervosa relapse.</p> <p><i>What are we asking for? What is the purpose?</i></p>
<p>Dr Smith Psychiatrist Newtown Hospital 123 High Street, Newtown</p> <p>10<sup>th</sup> March 2019</p> <p>Ref: Ms Sandra Green, DOB 8<sup>th</sup> February 2019</p>	

<p>Dear John Smith</p> <p>I am writing regarding Ms Green <del>Sandra</del>, who has anorexia nervosa, and due to the worsening of her condition she is being referred to you for further management.</p>	<p>Always title + family name</p>
<p>I am writing regarding Ms Sandra Green, who is suspected of anorexia nervosa relapse and requires further management of her condition.</p>	
<p>Dr Smith Newtown Hospital 123 High Street Newtown</p> <p>20 / 03/2019</p> <p>Dear Dr Smith,</p> <p>Re: Sandra Green, DOB :8th February 2000</p> <p>I am writing regarding Ms Green, who visited our clinic due to signs and symptoms of recurrent anorexia nervosa and requires specialised further management.</p>	
<p>Dr John Smith Psychiatrist Newtown Hospital 123 High Street Newtown</p> <p>10th March 2019</p> <p>Re: Ms Sandra Green, DOB: 8th February 2000</p> <p>Dear Dr Smith,</p> <p>I am writing regarding Ms Green, whose clinical features are suggestive of anorexia nervosa and <del>she</del> is now being referred to you for further assessment.</p>	