

Your Company Letterhead

August 5, 2022

RE: (Insert Client Name and DOB)

I, INSERT YOUR NAME am the Legal Guardian for the person mentioned above and have attached my Letters of Guardianship from the Court with this information because we want to have a clear understanding of how to work together.

A Legal Guardian is a Court-appointed office. The individual named has been determined by a medical professional to be incapable of making decisions in their own best interest, and the Court has agreed and appointed a Legal Guardian, whom the Court charges with all decision-making duties and responsibilities regarding the Ward.

What this means for working together:

1. Any and all information and records are to be furnished to the office of the Legal Guardian. Because there is a Legal Guardianship in place, there is no requirement for a release.

The Guardian shall have access to the Ward's medical records and information to the same extent that the Ward is entitled. The Guardian shall be deemed to be Ward's personal representative for all purposes relating to Ward's protected health information, as provided in HIPAA, Section 45 CFR 164.502(g)(2).

2. No written prescriptions, samples, or medications are to be given directly to INSERT CLIENT NAME if the Legal Guardian or a Representative is not present.
3. Any and all appointments must be scheduled with and approved by the office of the Legal Guardian.
4. Any and all contact with INSERT CLIENT NAME needs to be reported to the office of the Legal Guardian.

Per the statutes, we make every effort to allow INSERT CLIENT NAME to express their desires and fully participate in decision making. However, there are times when the Legal Guardian must make a decision contrary to the expressed desire and, at times, historical treatment for the person under guardianship. It is also not always appropriate to discuss or debate the issue in the presence of INSERT CLIENT NAME. If you feel like more discussion is needed after an appointment, or regarding a presenting issue, please feel free to contact me.

I appreciate the time you have taken to read this information. Legal Guardianships are not typical and must be treated differently than other cases.

Sincerely,

SIGN YOUR NAME