

REFERRAL REPORT

[Date]

Dear Colleague,

I saw [pet's name] here at [hospital's name] on [date] for [condition for which referral is required.] The following is a complete summary of [pet's name]'s visit with us.

Client name	
Address	
Patient name	
Species	
Breed	
Age	
Sex	
DIAGNOSIS	[Provide the diagnosis or differentials if a diagnosis is still pending]
CASE SUMMARY	[Provide a clear account of what occurred during the referral concern appointment(s), including physical examination findings, completed diagnostic testing and interpretations, current status of the patient, prognosis, and treatment plan.]
PATIENT CARE INSTRUCTIONS	[Include a summary of the at-home care instructions supplied to the owner, such as exercise restrictions and activity recommendations, feeding, wound care, answers to common concerns, and instructions on if/when to contact the veterinary team for additional help, etc.]
MEDICATIONS	[List all current medications and supplements, including dose, form, and administration instructions. Also indicate any recently discontinued medications. Ideally, it is good practice to also list common adverse effects, including if the patient has experienced them.]
Continue the following	[Medication 1: Dosage, indication, side effects] [Medication 2: Dosage, indication, side effects]
Discontinue the following	[Medication 3: Dosage and instructions for discontinuing]
FOLLOW-UP CARE	[Include all pending diagnostics and timeframe for results. Include details on recommended recheck appointments and additional diagnostics, timeframes for each, and whether the SCT or PCT will be responsible for them.]

If you wish to further discuss this case, please feel free to reach out via:

Direct dial our department voicemail at: [phone number]

Email us at: [email address]

Through our dedicated referral portal located at: [URL]

Thank you for entrusting us with the care of your patients and clients.

Sincerely,

[Your name and credentials]

The 2025 AAHA Referral Guidelines are available at aaha.org/referral.

These guidelines were prepared by a Task Force of experts convened by the American Animal Hospital Association (AAHA) and were subjected to a formal peer-review process. This document is intended as a guideline only, not an AAHA standard of care. These guidelines and recommendations should not be construed as dictating an exclusive protocol, course of treatment, or procedure. Variations in practice may be warranted based on the needs of the individual patient, resources, and limitations unique to each individual practice setting. ©2025 AAHA.

