

Appendix 4
Contact Record Template

Being Open / Duty of Candour Contact Record

Description of contact:

Telephone

Face-to-Face

Incident/Datix Number: _____

Name of person(s) contacted/present: _____

Relationship of person(s) to the patient: _____

Date of contact: _____

Time of contact: _____

Brief overview of conversation:

Please highlight any concerns that were discussed by the family:

Planned Follow up contact:

FLO/Staff Name: _____

Date: _____

Please save a record of this in the patient's file and upload to the Datix record for the case/ email to