LETTERHEAD

Date:

Dear Patient,

Many of our patients have missed appointments because the dates or times scheduled by our staff have been inconvenient. Several specialists have implemented a charge for missed or cancelled appointments.

If the selected locations are convenient for you please make your appointment and contact our staff with the dates and times. We will forward any test results to the specialist prior to your appointment date.

If you have any questions regarding this process please contact our office Manager Inis Reynolds. She will also obtain any referrals from your health plan that is needed by the specialist.

Thank you for your cooperation in this matter.

Dr.