

Appendix 6: Sample updated appointment letter sent to all new patients.

## Appointment Letter of Reminder

Dear Sir or Madam: Patient Name

We have scheduled an appointment for you. Your appointment details are indicated below:

Appointment Type: New  Follow-up  Rescheduled

Location:

Clinic:

Practitioner:

Time:

Date:

### IMPORTANT INFORMATION:

Your doctor may not be able to provide you with the appropriate treatment , or your appointment/treatment may be delayed if you do not have complete information about your current medications.

You must bring with you:

1. Your Ontario Health Card
2. A list of all your prescription medications, over-the-counter medications, supplements, and vitamins

**OR**

3. All your prescription medications, over the counter medications, supplements, and vitamins in their bottles or packages.

Patient Name