

McLaren Print System Order

Order No: 41721 Reprint Previous Order No: 7182
Order Date: 2019-01-08
User: Katie Jacobs
Phone: 9898462600

Ship Location: Standish Family Medicine-Attn Tracey Anderson
4489 M-61
Standish, Michigan 48658

Forms

Quantity: 100
Paragon Dept No: 69800
Dept Name: McLaren
Company Number: 810

Order Total Price: 16.70

Item Number: MM-73
Item Description: Missed Appointment Letter
Revision Date: 6/2015
Print: 1 sided full color
Paper: 70# White Text
Size: 8.5 x 11
Fold:
Finish:
Drill:
Misc Info:



Date: ____ / ____ / ____

Dear _____

Our office had a patient appointment reserved for you today with _____ on _____ at _____ am/pm. We were concerned when you did not show or call.

Our office would like to give you an opportunity to reschedule this appointment. We also want to inform you of our office policy on late cancellations and no-show appointments.

Recognizing that everyone's time is valuable and that appointment time is limited, our office asks that you provide 24 hours notice if you are unable to keep your appointment. If 24 hour notice of cancellation is not given a cancellation fee may be applied, which is based on the length of time that was reserved for your appointment. For regular office visits, the fee is \$35.00 and for longer appointment reservations, the fee is \$75.00. This fee is payable prior to rescheduling another appointment, and is not covered by your insurance. In addition, barring any unusual circumstances, if you miss three appointments in a 12 month period without giving us advanced notice, we may consider asking you to seek your medical care elsewhere.

During inclement weather, please contact our office within 30 minutes of the office opening and inform us that you need to cancel the appointment.

This is your _____ missed appointment. There is a _____ fee charged for today's missed appointment.

Please call us at _____ to arrange any payment and reschedule your appointment.

We look forward to seeing you and appreciate your anticipated cooperation. If you have any questions, please do not hesitate to call us during office hours.

Sincerely,