

McLaren Print System Order

Order No: 91733
Order Date: 2025-01-21
Order Request Date:
User: Laura Markarian
Phone: 248-625-1011

Ship Location: Dixie Highway Internal Medicine
5625 Water Tower Place Suite 210
Clarkston, MI 48346

Brochures
Quantity: 100
Paragon Dept No: 52559
Dept Name: Dixie Highway Internal Medicine Suite 210
Company Number:

Order Total Price: 16.70

Item Number: MM-73
Item Description: Missed Appointment Letter
Revision Date: 01/2025
Print: 1 sided full color
Paper: 70# White Text
Size: 8.5 x 11
Fold:
Finish:
Drill:
Poster:
Misc Info:



Date: _____

Dear _____:

Our office had an appointment for you with _____ on _____ at _____am/pm. Our records show that you did not arrive for your appointment. Also, we do not have record of a call to cancel 24 hours or more before your appointment.

Our office would like you to reschedule your appointment. This may be in person or may be by telehealth. If you do not have a new appointment, please call us at _____.

If you have an emergency or the weather is bad, please call our office within 30 minutes of the office opening and let us know that you need to reschedule that day's appointment.

We ask all of our patients to call the office 24 hours or more before their appointment if they need to cancel or reschedule. Our office policy is to contact patients who call less than 24 hours or do not show for a scheduled appointment. This is to first find out if you are okay. Second is to reschedule the appointment. If a patient misses 3 appointments within a 12-month period, they may be asked to seek medical care elsewhere. If a new patient misses their 1st and 2nd appointment with the new provider, they may be asked to see medical care elsewhere.

This is the _____ time you have missed an appointment in the last 12-months.

If you have any questions, please do not hesitate to call us during office hours.

Sincerely,

Spec Info: