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Scheduling - Appointment Reminder Letters

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Appointment Reminder Letters

One way to decrease patient "no shows" is to offer a reminder of that appointment several days before the event.

You can now easily create a letter for each patient by clicking on their time slot and then clicking the "Letter" button. See the image below for a look at that letter. Note: letter templates can easily be modified. General directions to the assigned office are automatically merged to the bottom of each letter.

After printing the appointment letter, you can easily print an envelope for that patient..



Northwest Florida ENT

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Sunday, December 30, 2012

Mr. Robert L. Smith
4506 45th WY
Mangonia Park, FL 33407

Thursday, November 29, 2012

10:00 AM

Dear Mr. Smith:

We look forward to seeing you on 11/29/2012 at **10:00 AM**.

Here are directions from your home to our office...

1. Head west on 45th St toward King's Ln (1.0 mi)
2. Merge onto I-95 N via the ramp to Daytona Beach (13.0 mi)
3. Take exit 87B to merge onto FL-706 W/W Indiantown Rd toward Okeechobee (0.9 mi)
4. Turn right. Partial toll road (0.2 mi)
5. Keep left at the fork, follow signs for Florida's Turnpike N/Orlando and merge onto FL-91 N/Florida's Turnpike. Partial toll road (193 mi)
6. Merge onto I-75 N (107 mi)
7. Take exit 435 to merge onto I-10 W toward Tallahassee (289 mi)
8. Take exit 7 for Pine Forest Rd/FL-297 toward Pensacola N.A.S. (0.2 mi)
9. Turn left onto FL-297 S/Pine Forest Rd (2.6 mi)

Sincerely,

Alissa B. Howard, Au.D.
Northwest Florida ENT

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Please contact us with any questions or to request materials.

E-mail: mhuskey@hearform.com

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