

Dear

In advance of your appointment with Dr. Stephanie Taylor on _____ at _____ am/pm, we would like to welcome you to our office. We'd like you to know what to expect on that day, along with a bit about our approach to the important matter of your health care.

The first office visit will focus on reviewing your health history and providing an appropriate examination, along with labs as necessary. Patient education is an important aspect of the visit as well.

Please complete the enclosed health history form and bring it with you; if you have any questions, please call. (NOTE: Allow approximately 30 minutes to complete the health history before your visit. If your health history is not complete when you arrive for your appointment, we may need to reschedule your visit.)

Our first visit will also provide the opportunity for you to meet me and my staff, and to find out if you feel comfortable in our office. Your trust in me, and in my staff, is of utmost importance.

Your appointment will require about thirty minutes. If you are more than 15 minutes late for your appointment, you will need to be rescheduled.

We value your time as much as you do, and strive to be prompt. Sometimes medical emergencies unexpectedly occur. If this should happen, you will be notified (prior to your appointment if possible), and we will reschedule you as quickly as possible.

Again, welcome to our practice! We look forward to meeting you.

Sincerely,

Stephanie Taylor, MD, PhD