

# PATINET WELCOME LETTER

Date

Patient's Name  
123 Street  
City, State 12345

Dear Patient:

We welcome you to our office and are happy to have the opportunity to serve you. We pride ourselves on trying to make your medical care and treatment a pleasant experience.

Enclosed is a patient Information and Medical History Form. Please complete both sides of this form at your convenience and bring it along with you to your first exam. If you have medical insurance, please complete the employment portion of the claim form, sign where indicated, and bring this form with you also.

Our office hours are M-F 8:40 a.m. - 5:30 p.m. and Sat. 9:00 a.m. -12:00 p.m. Our office is located at 123 Lane Drive. For your convenience, if an emergency should arise and you need to contact us, please call (123) 456-7890.

We look forward to serving you.

Sincerely,

Pat Smith, MD

Enclosure: Health History  
Appointment Card  
Office Policy  
Reminder