



Sample Quick Forms

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Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

Welcome to our practice! **We appreciate the confidence you show in choosing us to serve your medical needs.**

Our office hours are from 8:00 to 5:30 daily Monday thru Friday. We hope you will feel free to call for appointments or to ask any questions you may have during these hours. We try to accommodate our patients as much as possible and will try to arrange hours if it is impossible for you to come during regular hours. On occasion, Saturday hours are available when necessary.

Prevention is our main concern and we hope to make it yours. Therefore, we try to take care of problems before they become emergencies.

We would appreciate your trying to keep the appointments you make or give us enough notice so that we can fill your appointment time with someone who is waiting for an appointment.

Sincerely,

&doctorname

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We want to wish you **Happy Birthday!** It is wonderful to have you as our patient. We hope you have a FANTASTIC Birthday and a GREAT year ahead.

Sincerely,

&doctorname

Midtown Medical LTD
2918 Walnut St Ste 213
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Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

Medicine is a very exacting profession. As in all professions, a doctor is able to approach perfection only when he is working in an atmosphere of complete confidence and trust. When the proper rapport is established between the doctor and the patient, everyone concerned is happier.

I have not been able to reach this mutual inspiration and understanding with you. For this reason I feel you will be able to obtain more beneficial services if you consult with another doctor.

There are no ill feelings on my part--absolutely none! I have your interest at heart and want you to be as happy and satisfied as possible in your treatment.

Sincerely,

John Doe, MD

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We are sorry that you could not keep your appointment with us today.

We feel it would be better for you to find a doctor who has hours
more convenient for you.

Please let us know where you would like your x-rays sent.

Sincerely,

John Doe, MD

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

You were scheduled for an appointment on &apptdate which you did not keep.

When you fail to notify us of your inability to keep your appointment, another patient in need of care and waiting for an appointment is prevented from receiving treatment.

Our office is maintained on a schedule, so in the future if you are unable to keep your appointment, a telephone call would be appreciated.

Thank you for your cooperation.

Sincerely,

John Doe, MD

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We're sorry you were not able to keep your scheduled appointment with us today. We do hope there is nothing seriously wrong.

We would like to point out that it is customary and required that we receive notice of a change in plans at least 24 hours in advance. This gives us the chance to schedule another patient. If you had notified us, the time would not have been completely lost.

I'm sure you understand that we must have policies along these lines. It is our policy to charge any patient for a broken appointment. However, since this is the first time this has happened, no charge is being made.

Will you please call our office to schedule another appointment.

Sincerely,

John Doe, MD

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We missed seeing you on &missedapptdate, and this note is to inform you that one hour was reserved especially for you with our complete office staff at your disposal.

Without the necessary 24 hour prior notification that you will not be able to keep your appointment, we do find it necessary to make a charge for a broken appointment. We are enclosing a statement accordingly.

I am certain you will understand our position.

Sincerely,

John Doe, MD

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

Dear &fname:

Is there a problem? We haven't received a payment from you in some time. If we have offended you in some way, if the treatment was not satisfactory or if you have unexpected financial difficulties at this time, we'd be most happy to discuss the problem with you. We feel that you believe in the best medical care possible, and if we are in error, please let us know by call _____ at your earliest convenience.

Yours truly,

John Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&longdate1

Dear &fname:

Is there a misunderstanding? We have not received the agreed-upon payment for your recent medical treatment. Please help us by checking the appropriate box below and returning this letter in the enclosed envelope. Our objective is to bring out any problem and work with you to resolve it.

- 1. I am having unexpected financial difficulties and will call you about different payment arrangements.
- 2. I have paid my bill; please check your records.
- 3. I have a question about my treatment and wish to make an appointment to discuss it with Dr. Doe.
- 4. Enclosed is my remittance.

Yours truly,

John Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

Dear &fname:

We have not heard from you about payment for your medical care.

Unless we hear from you in 14 days, we will be forced to seek other recourse.

If there is a problem, we would appreciate your calling the Office. We want to keep the doors of communication open and would prefer not to turn your account over to a collection agency. But no response from you gives no alternative.

Yours truly,

John Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We are wondering if our statement of last month reached you.
Attached is another statement for your convenience. We know you will
want to send a remittance promptly.

Thank you for your cooperation.

Sincerely,

Business Assistant

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We'd like to call your attention to your account. We have sent several statements, and if you are unable to make payment immediately, please let us know when we can expect your remittance.

If you are unable to pay this account in full we would be happy to set up a budget plan for you. Please stop in our office at your earliest convenience.

Sincerely,

John Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

I have tried, unsuccessfully, to reach you by phone several times. Our auditors are insisting that we submit to them all accounts over 60 days old. I really dislike doing this without personal contact with the patient involved, as this action usually means the account will be turned over to a collection agency.

Your account totals \$ &acctbalance, and I would very much appreciate your sending me your check before &checkduedate.

Thank you so much for your cooperation, and if you have any questions concerning this please don't hesitate to call me.

Sincerely yours,

Secretary to John Doe, MD

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

Normally, at this time, because your account is long past due, it would be placed with a collection agency. However, we would prefer to hear from you regarding your preference in this matter; please indicate your choice.

- () 1. I would prefer to settle this account. Please find payment in full enclosed.
- () 2. I would like to make monthly payments of \$_____ until this account is paid. I understand that no interest is being charged for this delayed payment schedule.
- () 3. I would prefer that you assign this account to a collection agency for enforcement of collection. (Failure to return this letter will result in this action.)

If you have any questions concerning your account, please do not hesitate to call.

Sincerely;

Office Manager

Amount Due \$ &acctbalancedue

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&address
&city, &state &zip

Dear &fname,

Your general physician has referred you to our office for a periodontal examination and consultation. The fee for this appointment will be \$60.00. For your convenience, payment can be made by cash, check, MasterCard, or VISA. Enclosed is a health history form. Please complete both sides and bring it, along with completed medical forms, to your first appointment which we have scheduled on &day, &date, at &time. If you have any questions, please feel free to call me at any time.

Sincerely,

&receptionist

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

Recently you received emergency treatment in this office.

Please understand you are in urgent need of further treatment.
If you do not seek this treatment, the problems which you have been
experiencing will keep recurring and can only create greater
problems.

With prompt attention we can help avert greater and more serious
problems.

Please call our office for an appointment to continue treatment.

Sincerely,

John Doe, M.D.

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2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

In reviewing our files, we find you were a patient in our office for emergency treatment on &emergencytreatdate.

This is a reminder that a thorough examination should be completed for everyone at least once a year. In this way you can usually avoid emergencies such as the one that originally brought you to our office.

If we can be of any assistance to you please call our office. We will be happy to make an appointment for you.

Sincerely,

John Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

To Whom it may concern:

Please excuse &name from work on &date.

&name was in our office for treatment.

Thank You.

Yours truly,

John Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

Dear &name:

We have not heard from you about payment for your medical care.

We understand that the insurance payment was made directly to you.

Unless we hear from you in 14 days, we will be forced to seek other recourse.

If there is a problem, we would appreciate your calling the Office. We want to keep the doors of communication open and would prefer not to turn your account over to a collection agency. But no response from you gives us no alternative.

Yours truly,

John Doe, M.D.

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Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&refname
&addr1
&addr2
&addr3

Dear Dr. &refname,

Thank you for referring &fname &lname to our office. I appreciate your confidence, and I look forward to participating in the overall care of our mutual patient.

Cordially,

John J. Doe, M.D.

Midtown Medical LTD
2918 Walnut St Ste 213
Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

Just a word of appreciation for referring &referredpatientname
to this office for medical service.

The confidence you show by referring your friends is very gratifying.

Thank you so much.

Sincerely,

John Doe, M.D.

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Centerville, MO 63199
Phone(573)555-1212 Fax(573)555-1313

&sysdate

&fname &lname
&addr1
&addr2

Dear &fname,

We would like to Welcome you to our Practice!

Sincerely yours,

John J. Doe, M.D.