

New Patient Welcome

Hi [Patient Name],

Welcome to [Practice Name]! We're so glad you've chosen us for your care, and we're looking forward to welcoming you for your first visit.

Your appointment:

Date: [Date]

Time: [Time]

Provider: [Provider Name]

Location: [Location/Address]

Before your appointment, please take a few minutes to complete any required forms through [Patient Portal/Link]. Completing your paperwork ahead of time can help make the check-in process easier when you arrive.

Please remember to bring:

- Photo ID
- Insurance card
- Current medication list, if applicable
- [Other items specific to your practice]

We recommend arriving approximately **[X] minutes early** for your first visit. If you are visiting our office for the first time, you can find information about parking, building access, and directions here: [Link].

If there are any specific instructions you need to follow before your appointment, you can find them here: [Link]. If you're unsure about what you need to do before your visit or have questions about your appointment, please contact us at [Phone Number] or [Email Address].

We know that visiting a new healthcare practice can come with a lot of questions, and we're happy to help make the process as easy as possible.

We look forward to meeting you and welcoming you to [Practice Name]!

Warmly,

[Practice Name]

[Practice Name]

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