

APPENDIX A. SAMPLE NONCOMPLIANCE LETTER — APPOINTMENT NONCOMPLIANCE

<Practice/Organization Name>

<Address 1>

<Address 2>

<City, State ZIP>

<Date>

<Patient Name>

<Address 1>

<Address 2>

<City, State ZIP>

Dear <Patient Name>:

Our records show that you have missed <number> appointments. We have tried to reschedule, but have been unable to reach you.

Our practice wants to help you maintain and manage your health through high-quality care and treatment. To do so, you need continued and timely care.

Please contact our office at <phone number> to schedule an appointment. Our staff is happy to review our schedule and find a date and time that works well for you.

Sincerely,

<Name>

<Title>