

Date: \_\_\_\_\_

Dear \_\_\_\_\_

According to our records, you recently sought care at an emergency room for a condition that could have been successfully managed by your primary care physician. It is important that you work through your primary care physician for non-emergency medical care.

Please contact our office to schedule an appointment. Regular appointments are important to managing your medical needs and ensuring your continued health.

Please take a few minutes to review the following guidelines for care:

**Emergency Care:** If you have an immediate and unforeseen injury or illness and the time needed to contact your physician may mean permanent damage to your health, you should seek treatment from the nearest emergency room or call 911 for assistance.

**Other Care:** Please call our office if your problems are urgent and cannot wait until regular office hours, a doctor is available to handle your urgent problem.

We hope this information is helpful.

Sincerely,

[insert physician or office name]