

**EXAM INSTRUCTIONS**

This letter is to confirm you have an appointment with Dr. \_\_\_\_\_

for a complete physical exam on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.  
day date

**Please check in *15 minutes early* and follow the fasting instructions below.**

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**FAMILY PRACTICE PATIENTS**

**MORNING APPOINTMENT:** Do not take anything by mouth 12 hours prior to the exam. You may have water to drink. Avoid all alcohol for at least 72 hours before your appointment.

**AFTERNOON APPOINTMENT:** Disregard the instructions for a morning appointment. Your doctor will have you return at a later date for an early morning lab appointment for lab work you may need.

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**INTERNAL MEDICINE PATIENTS**

**MORNING:** Do not take anything by mouth 14 hours prior to the exam. You may have water to drink. Avoid all alcohol for at least 72 hours before your appointment. If you have any questions on these instructions, please call your physician.

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**ATTENTION MEDICARE PATIENTS**

Medicare will pay only for services that it determines to be “reasonable and necessary” and will deny payment for all other services. It is Medicare’s policy not to pay for *screening tests*, therefore you may be asked to sign a form stating that you will be responsible for paying for these services should they be denied by Medicare.

***We have scheduled you for a 40 minute appointment with the physician. If you need to change this appointment time, please call 24 hours in advance. Thank you for your cooperation.***

**PLEASE SEE THE REVERSE SIDE FOR FURTHER INSTRUCTIONS**

Enclosed is the “Patient Data Base System”. Please complete and bring this with you to your appointment. It is also very important for the physician to know all the medications or treatments you are taking. Please bring with you all the medications you are currently using.

If appropriate for your age, an envelope is enclosed which contains three “hemocult cards”. Please collect three different stool samples on the cards, according to the instructions on the envelope. Bring these cards with you to the appointment.

During your exam, the physician will discuss certain tests you should consider having done because of your age or health history. A pamphlet, titled “Preventive Health Guidelines for Adults”, lists these tests, and is enclosed for you to review prior to your appointment.

Also enclosed is a sheet titled “You and Your Doctor”. Please take time to read this; we want your visit with us to meet your expectations, and preparation on your part will help to achieve this.

- Remember to bring with you:
- Completed patient data base system
  - All medications and treatments you are using
  - Hemocult cards (if enclosed)
  - Written questions or concerns you wish to discuss with the doctor

**PLEASE SEE THE REVERSE SIDE FOR FURTHER INSTRUCTIONS**

We look forward to seeing you. If you have any questions, please do not hesitate to contact the clinic.

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