

Missed Appointment Letter: First Notice

[Date]

[Patient Name]

[Address]

Dear [Patient Name],

We value the opportunity to participate in your healthcare and want to ensure that you receive the best possible care. Scheduled appointments are an important part of monitoring your health, addressing concerns, and making sure your treatment plan remains appropriate.

Our records indicate that you missed your appointment at our office on [date].

We understand that unexpected circumstances can occur. However, regular attendance at appointments helps us properly evaluate your health needs and provide timely care. When appointments are missed, it can delay your care.

If there are barriers that make it difficult for you to keep appointments, such as transportation challenges, work schedules, caregiving responsibilities, or other concerns, please contact our office at [phone number]. Our staff would be happy to discuss possible options that may help.

Please contact our office to reschedule your appointment at your earliest convenience.

Enclosed is a copy of our practice policy regarding missed appointments for your review.

We appreciate the opportunity to care for you and look forward to seeing you soon.

Sincerely,

[Provider Name/Practice Name]

Medical Mutual Insurance Company of Maine's risk management resources are offered only as references for informational purposes. They are not intended to establish practice standards or take the place of medical judgment or legal advice. Medical Mutual recommends you consult with your medical staff leadership and a qualified attorney for any specific application to your practice.