

# EMPANELMENT RESOURCE 8: WELCOME LETTER TO THE PATIENT<sup>1,2</sup>

<DATE>

Dear <PATIENT NAME>,

Welcome to <CLINIC>!

Each patient has their own Primary Care Provider (PCP). The PCP you have been assigned to is <INSERT NAME OF NEW PRIMARY CARE PROVIDER> <INSERT PROVIDERS CREDENTIALS>. My goal is to provide all my patients with highest quality care in a timely and respectful manner. You can get to know me better by reading my biography below.

If you want to pick another PCP, you may do so. You can call <INSERT PHONE NUMBER OF CALL CENTER> to complete a PCP Change Request Form over the phone or you can come into the clinic.

Thank you for choosing <ABC CLINIC> for all your health care needs! We are here to answer your questions and to assist you with any problems.

Sincerely,

<CLINIC DEPARTMENT>

<STREET ADDRESS>

<CITY, STATE ZIP>

<PHONE NUMBER>

<INSERT PCP BIO, including photo>

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1. Mercy Clinic Primary Care. Primary Care Welcome Letter Watonga, Oklahoma: Mercy; [cited 2023 July 13]. Available from: <https://www.mercy.net/content/dam/mercy/en/pdf/welcome-letter-mercy-clinic-primary-care-dorsett-road.pdf>.

2. Leh B. Creating a Welcome Letter for New Patients. American Fork, Utah: Dentrix Ascend; 2021 [cited 2023 July 13]. Available from: <https://blog.dentrixascend.com/2021/04/07/creating-a-welcome-letter-for-new-patients/>.