The following single fold mailer is designed to:

- Alert diabetes patients that it is time for a diabetes check up and indicate the patient
  - Already has an appointment, with whom and when
  - Or needs to make an appointment, with whom and how
- Direct patient to obtain lab work prior to the visit (what, where and when)
- Request advance planning on patient’s part to come to check up prepared with questions and goals
- Request patient bring certain information to the check up

Feel free to use this template to create appointment reminder mailers appropriate for your practice. The mailer is formatted in Microsoft Word so that you can modify it to meet your needs. Alternatively you can copy and modify the text into a letter format.

**Pre-printing instructions for the outside of mailer (second page of this document):**

- Replace blue text with your own medical group name and address. Note that the addressee lines are set up so that the patient can write in a mailing address during his/her appointment (or the staff can fill this in).

**Pre-printing instructions for the inside of mailer (third page of this document):**

- Replace blue text with medical group name in upper right corner. Type in office information (appointment desk phone number, lab hours) in place of the blue text. You may need to edit the information about the lab if patients are referred to an off-site lab.

**Printing instructions:**

- Print double-sided, “two up” on 8½ x 11 inch card stock or heavy paper. Cut down the center line and fold each half over once to make two mailers per page.

**Using the mailer:**

- The mailer can be addressed by either the patient (during an appointment) or a staff member. The physician or staff should check off the tests that will be required and fill in the appropriate blanks about the next appointment. Then the mailer can be filed in a tickler file to send to the patient when it is time to make the next appointment, or as a reminder of an appointment that has already been made. Use a sticker on the bottom edge to secure the mailer “closed” and apply postage prior to mailing.
An important reminder from your doctor.
Dear ____________________:

It is time to come in for your diabetes check up.

☐ You have an appointment with Dr. ____________________ on ____________________ at ________________.

☐ You need to make an appointment with Dr. ____________________ in the month of __________ by phoning the office at 999-999-9999.

For you to get the most benefit from your visit, we will need your help preparing for it.

In order to have your lab test results available to discuss when you come in for your visit, please have the following lab work done about one week prior to your scheduled diabetes appointment.

☐ Hemoglobin A1c

☐ BUN/Creatinine

☐ Lipids (fast for 12 hours)

☐ Urine Albumin/Creatinine

☐ Other: ________________________________________

☐ No lab work needed at this time.

You do not need an appointment at the lab. Lab hours are 9:99 a.m. to 99:99 p.m. and 9:99 p.m. to 99:99 p.m., Monday through Friday. Please bring this postcard with you to the lab.

When you come for your diabetes check up, please bring the following:

✓ A list of any questions you have for your doctor; think about your self-management goals and what you want to accomplish at your diabetes check up.

✓ All the medications and supplements (including vitamins) that you are taking (or a list of them).

✓ Records of your blood glucose levels.

You are the most important player on your diabetes care team. Thanks for taking care of yourself and preparing for your next diabetes check up!