

What does the SMART RECALL™ letter template look like?

Below is the standard template, we can refine the paragraphs in the body of the letter as required.

<p style="text-align: center;">Demo Medical Centre 349 Somewhere Road, Suburb, Auckland Phone: 09-777 7777 Fax: 09-333 3333 email: contact@demomedical.co.nz www.demomedical.co.nz</p> <p>Mrs Jena Smith 321 Special Road Some City 0892</p> <p>5/10/2011</p> <p>Dear Jena</p> <p>At Demo Medical Centre we aim to offer you the best care possible. We are now regularly reviewing your medical records to ensure we are offering you the right health checks to help you stay healthy and active.</p> <p>After reviewing your records we have identified the following health checks as being important for your overall health and wellbeing:</p> <ul style="list-style-type: none">• Re-enrolment in the medical centre to reduce the cost of seeing a doctor by ensuring that you continue to receive a government subsidy when you visit us• Enrol you into the free diabetes annual review programme• Have a Healthy Heart Check (Blood Pressure, Lipids, and Medication)• Have a diabetes check (Blood Pressure, Lipids, HbA1c, and Medication)• Assessment of heart disease risk• Get your free flu vaccination <p>Please contact us to discuss further or to arrange an appointment at the practice.</p> <p>If there are several items to discuss, you may require an extended appointment time or need more than one visit.</p> <p>If you have recently had any of these health checks, here or elsewhere, please let us know so we can update your medical records.</p> <p>Kind regards</p> <p>Practice Nurses and Doctors Demo Medical Centre</p> <p>P.S. Please remember to bring this letter with you to your appointment.</p>
