

URGENT: MEDICAL RECORD REVIEW

Date: [Insert Date]

Patient Name: [Insert Patient Name]

Date of Birth: [Insert DOB]

Date of Lab Collection: [Insert Date]

Dear [Insert Patient Name],

We are writing to inform you that we have received the results of your recent Comprehensive Metabolic Panel (CMP). Your results show values that require immediate attention and clinical review.

Specifically, we noted significant findings regarding your:

- [Insert specific value, e.g., Potassium levels]
- [Insert specific value, e.g., Kidney function/Creatinine]
- [Insert specific value, e.g., Blood glucose]

Action Required:

Please contact our office immediately at [Insert Phone Number] to schedule a follow-up appointment or a telehealth consultation. It is important that we discuss these results and adjust your treatment plan as necessary.

If you experience any of the following symptoms before we speak, please seek emergency medical care or call 911:

- [Insert Symptom 1]
- [Insert Symptom 2]
- [Insert Symptom 3]

Our office hours are [Insert Hours]. If you are calling after hours, please follow the prompts to reach the on-call physician.

Sincerely,

[Physician Name/Clinic Name]

[Contact Information]

[Clinic Address]