

Dear [Patient Name],

Welcome to [Clinic Name]. We have scheduled your telehealth endocrinology consultation for:

**Date:** [Date]

**Time:** [Time] [Time Zone]

To ensure a productive visit, please complete the following steps at least 24 hours before your appointment:

- **Access Link:** Click here to join the virtual waiting room: [Insert Link].
- **Lab Results:** Ensure your most recent blood work (A1C, Thyroid panel, etc.) has been sent to our office.
- **Medications:** Have your current prescriptions and any glucose monitoring devices (CGM/Pump) ready to discuss.
- **Technology Check:** Use a device with a working camera and microphone. A stable internet connection is required.

#### **Insurance and Copay:**

Please ensure your insurance information is up to date in our portal. Any applicable copayments will be processed [at time of check-in/after the visit].

If you need to reschedule, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance to avoid a cancellation fee.

We look forward to meeting with you virtually.

Sincerely,

[Doctor/Provider Name]

[Clinic Name]

[Phone Number]