

Date: [Insert Date]

Subject: Important Update Regarding Your Electronic Health Records

Dear [Patient Name],

We are writing to inform you that [Practice/Clinic Name] is transitioning to a new Electronic Health Record (EHR) system, [New System Name], effective [Transition Date].

Our goal is to improve your experience by providing a more efficient, secure, and integrated way to manage your health information. This transition will allow us to streamline your care and enhance communication between you and your healthcare team.

What this means for you:

- **New Patient Portal:** You will soon receive an invitation to register for our new patient portal. This will be your primary tool for viewing lab results, messaging your doctor, and requesting refills.
- **Information Security:** Your medical records remain strictly confidential and have been securely migrated to the new system.
- **Appointment Check-in:** During your first visit after [Transition Date], we may ask you to verify your contact and insurance information to ensure our new database is accurate.

Action Required:

Please keep an eye on your email for a registration link from [New System Name/Portal Name]. We encourage you to set up your account as soon as possible to avoid any delays in accessing your records.

We appreciate your patience during this transition. If you have any questions or experience difficulties with the new portal, please contact our office at [Phone Number] or visit our website at [Website URL].

Thank you for trusting us with your care.

Sincerely,

[Doctor/Provider Name]

[Practice Name]

[Address]

[Phone Number]