

Medical Email TEST – Comprehending Instructions



Part A: Read the email carefully. Draw a line from the number to the matching instruction to put them in the correct order 1-6.

To:	Marman@gmail.com	Show BCC
Cc:		
Subject:	Biopsy Appointment	Plain Text

Hello Marcus Mandi,

This email is to confirm that you have a biopsy appointment scheduled for April 25th at 11:00am at Windsor General Hospital. You need to arrive at the hospital 1 hour before your appointment. When you arrive at the hospital, go to the Admitting Department on the 1st floor to fill out your paperwork. Please bring your health card and a list of current medication you are taking.

Next, go to the Biopsy Department on the 3rd floor and check-in with the nurse. She will give you a hospital gown to wear. Then you will go sit in the waiting room until the doctor is ready to do the biopsy. The biopsy will take about 15 minutes.

We will call you when we get the biopsy results so you can make an appointment to discuss the results with Dr. David.

Please remember that you must Fast for 6 hours before your biopsy appointment. Call me if you have any questions.

Thank you,

Tammy Gray, Receptionist for Dr. David
Windsor Easton Clinic 519-979-3232

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|----|---|
| 1. | Go to biopsy department and check in with nurse |
| 2. | Do the biopsy – about 15 minutes |
| 3. | Fast for 6 hours |
| 4. | Go to the admitting department on 1 st floor |
| 5. | Arrive at the hospital at 10:00am |
| 6. | Put on hospital gown and sit in waiting room |

Part B: Use information from the email above to answer these questions.

1. Where is the appointment? April 25 11am Windsor General Hospital
2. What time does Marcus need to arrive at the hospital? 10am 11am 12pm
3. Where does he need to go first? Biopsy Admitting Emergency
4. He will fill out paperwork in the Admitting department. True False
5. What does he need to bring to the hospital (check 2 things)?
health card money Biopsy appointment paper list of medication
6. Who will he check-in with on the 3rd floor? technician nurse receptionist
7. Where does he go after he puts on the gown? biopsy waiting room home
8. How long will the biopsy take? 6 hours 3rd floor 15 minutes
9. What does he need to do for 6 hours BEFORE the biopsy? fast MRI sleep
10. If he has any questions, he should call Tammy Gray. True False