



Understanding Medical Emails #1

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To: _____ Show BCC

Cc: _____

Subject: _____ Plain Text

November 5th, 2020

Hello Jenny Meyer,

This email is to confirm that you are having an operation to have your shoulder joint repaired at Windsor Mega Hospital at 8am on November 10th. Please arrive at the admitting office 2 hours before the operation to fill out your consent form. Bring your health card and an overnight bag as you will be staying 1 night at the hospital. You must wear a mask.

Also remember that you will need to have someone drive you home the day after your operation. Discharge for the hospital will be at 10am on November 11th.

Please remember that 2 days before the operation you need to get a blood test at TMC Blood laboratory. You will have a follow-up appointment with Dr. Dixon at his office on November 24th at 9am. If you have any questions please call me.

Thank you,
Jane Jenners, receptionist for Dr. Dixon
519-979-1234

Using information from the email – draw a line from what the patient needs to do to when they need to do it.

2 days before
the operation

Have someone drive
you home

2 hours before
the operation

See doctor for a
follow-up
appointment

The day after
the operation

Get a blood test

2 weeks after
the operation

Fill out medical consent
form in admitting