



## Medical Email Worksheet #3

### Part A: Read the Email and answer the questions below

To:	SandiGi@gmail.com	Show BCC
Cc:		
Subject:	MRI Appointment	Plain Text

Dear Sandi Ghenji,

This email is to confirm that you have an MRI appointment scheduled for April 27th at 4pm at Windsor East Hospital. You need to arrive at the hospital 2 hours before your appointment. When you arrive at the hospital, go to the Admitting Department on the 1<sup>st</sup> floor to fill out your paperwork. Please bring your health card and the MRI appointment paper your doctor gave you.

Next, go to the MRI Department on the 2<sup>nd</sup> floor and check-in with the receptionist. She will give you a hospital gown to wear. Then you will go sit in the waiting room until the technician is ready for you. The MRI will take about 25 minutes. Your family doctor will contact you when they get the results.

Please remember that you must Fast for 8 hours before your MRI appointment. Do NOT wear any jewellery to the appointment. Email me if you have any questions.

Thank you,

Donald Mattin, Technician  
MRI Department of Windsor East Hospital 519-979-3255 x 292

1. What day is the appointment? April 27 4pm Windsor East Hospital
2. What time does Sandi need to arrive at the hospital? 2pm 4pm 6pm
3. Where does she go first? MRI Admitting Emergency
4. What does she need to bring to the hospital (check 2 things)?  
health card jewellery money MRI appointment paper medication
5. Who will she check-in with on the 2<sup>nd</sup> floor? technician nurse receptionist
6. Where does she go after she puts on the gown? MRI waiting room home
7. How long will the MRI take? 8 hours 2<sup>nd</sup> floor 25 minutes
8. What does she need to do for 8 hours BEFORE the MRI? fast blood test sleep
9. If she has any questions, she should call Donald Martin. True False

**Part B:** Use information from the email above. Draw a line from the number to put the instructions in the correct order from 1-6.

1.

Discuss results with family doctor

2.

Get MRI – 25 minutes

3.

Next, go to MRI department

4.

Fast for 8 hours

5.

At 2pm, go to hospital Admitting department

6.

Change into hospital gown and sit in waiting room

