Medical Response Email Worksheet

Part A: Label the parts of the email below with the correct words

To:	MJones@yahoo.com	Show BCC
Cc:		
Subject:	MRI Appointment	Plain Text

Dear Mika Jones,

We have scheduled an MRI appointment for you on April 19th at 4:30pm at MET Hospital. Please email me to confirm you are available to come in for this appointment. After you confirm, I will call you with the screening questions for the appointment. If you have any questions, please call me at the number below.

Thank you,

Jerry Donaldson
Technician, MRI Department – MET Hospital
519-979-5899 x354

Part B: Read at the list of "reasons for rescheduling an appointment" below. Check the 4 GOOD reasons.

…because I don't like to drive downtown

…because I have my brother's wedding that day

…because I am starting a new job that day

…because I need to cook dinner for my family

…because I have my daughter's graduation ceremony that day

…because I have my Canadian citizenship ceremony that day

Part C: Read the Appointment Email below. Use information in the email to fill in the blanks in the Response Email below.

Appointment Email

To:	RSmith@yahoo.com	Show BCC
Cc:		
Subject:	Doctor Appointment	Plain Text

Hello Rhonda Smith,

I have scheduled an appointment for you to meet with Dr. Sunni on April 12th at 10:00am to discuss the results of your recent biopsy. Please email to let me know if you are able to make this appointment.

When you come to the appointment, please bring a list of your current medications – remember to wear a mask in the doctor's office.

Thank you,

Nancy Sanders
Receptionist, Dr. Sunni – Rivertown Medical Clinic
519-979-8963

Response Email

To:	NancySanders@rivertownclinic.com	Show BCC
Cc:		
Subject:	_____	Plain Text

Dear _____

Thank you for emailing me about _____ on

_____. I am sorry but I need to _____

my appointment because _____.

I am available _____. Please email

me to let me know the _____.

_____

_____

LIVEWORKSHEETS