

2 Medical Emails

Instructions: Read the emails below and answer the questions.

To:		Show BCC
Cc:		
Subject:	Ultrasound Appointment	Plain Text

Dear Mary Adine,

You have an ultrasound appointment for Monday, April 11th at 9:45am at the MET Hospital. Please arrive at the hospital at least 15 minutes before your appointment. The Ultrasound Department is on the 2nd floor.

You must remember to fast the morning of your appointment. Also remember to wear a mask at the hospital and bring your health card.

Phone the Ultrasound Department today (519-363-2987) to confirm you can come to this appointment.

Your family doctor will get the result of the test on April 13th.

Thank you,

Martin Smith
Appointment receptionist, MET Hospital
519-979-5877 x245

Questions:

1. What is the subject of the email? Ultrasound Blood Test Biopsy
2. Who is the email from? Mary Adine Martin Smith Dr. Bob
3. Who is the email for? Mary Adine Martin Smith Dr. Bob
4. When is the appointment? April 11th MET Hospital Ultrasound
5. Where is the appointment? April 11th MET Hospital Ultrasound
6. The Ultrasound department is on the 1st floor. TRUE FALSE
7. Mary needs to fast the morning of her appointment. TRUE FALSE
8. What does Mary need to bring? medication clothing health card
9. What number does she need to call to confirm? 519-979-5877 519-363-2987
10. Martin Smith will give her the results on April 11th. TRUE FALSE
11. What closing does Martin use? Dear, Ultrasound Thank you,

To:		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. 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

1. Who is the email for? Tammy Dr. David Marcus
2. Who is the email from? Tammy Dr. David Marcus
3. What is the subject? April 25 Windsor General Hospital Biopsy
4. Where is the appointment? April 25 Windsor General Hospital Biopsy
5. When is the appointment? April 25 Windsor General Hospital Biopsy
6. How many hours before the appointment does he need to be there? 1 2 3
7. Marcus does NOT need to Fast before the biopsy. TRUE FALSE
8. What are 2 things he needs to bring to the appointment (check 2)
☐ health card ☐ water ☐ clothing ☐ list of medication
9. Who does Tammy work for? Dr. David Biopsy Windsor General
10. What is the email opening? Thank you Hello April 25
11. How many minutes will the biopsy be? 15 25 30