**EMAIL INSTRUCTIONS TO SEND NEW PATIENTS **

Dear **Patient Name,**

It was a pleasure speaking to you today and we look forward to meeting you at **insert office name here!**

Please click on the following link to complete your New Patient Forms online prior to your visit. You will complete all pages, *sign with your mouse (hold down left side and ‘swirl’ your name) or use your keyboard*, select I’m not a Robot, then click the **SUBMIT FORM** button to finalize the process.

1. Go to [www. Insert website here.com](http://www.LangleyFamilyChiropractic.com).

2. Click on New Patients, Patient Forms.

**We have your New Patient Appointment scheduled for insert date here, at insert time here** . If for some reason you are unable to make this appointment, please call us at ( ) 000-0000 so we can allot this time for someone else.

Our office is located at **insert office address here**. At the intersection of \_\_\_\_\_ and \_\_\_\_, go **insert driving directions here, landmarks, etc.**

*Please bring all insurance cards and photo ID. Also, please bring ANY disk with x-rays or MRIs you may have related to this injury or ANY doctor/lab reports with you for the first visit.*

**After** you complete the online documents, please reply to this email so I can import the data into our system.

We look forward to seeing you on insert appointment time and day here!

**Your Name here**