

Outpatient Procedure Preparation Checklist

Dear [Patient's Name],

We are glad to inform you that your outpatient procedure is scheduled for [Date] at [Time]. To ensure a smooth experience, please follow the checklist below:

Preparation Checklist

- Confirm your appointment date and time.
- Follow any dietary restrictions or instructions given by your doctor.
- Arrange for transportation to and from the facility.
- Wear comfortable clothing and leave valuable items at home.
- Bring a list of medications you are currently taking.
- Arrive at least [X] minutes early for check-in.
- Contact us if you have any questions or concerns.

Thank you for your attention to this matter. We look forward to seeing you!

Sincerely,

[Your Facility Name]

[Contact Information]