

Outpatient Service Registration Instructions

Dear [Patient's Name],

Thank you for choosing [Clinic/Hospital Name] for your healthcare needs. To ensure a smooth registration process for your outpatient service appointment, please follow the instructions below:

Registration Steps:

1. Visit our online registration portal at [website link].
2. Fill in the required personal information including your full name, date of birth, and contact details.
3. Select the outpatient service you wish to register for from the dropdown menu.
4. Choose your preferred date and time from the available slots.
5. Provide any additional information as requested, including insurance details if applicable.
6. Review your information and submit the registration form.

Important Notes:

- Please aim to complete your registration at least 48 hours prior to your appointment.
- If you have any questions or need assistance, please contact our registration team at [phone number] or [email address].
- Bring a valid form of identification and insurance card to your appointment.

We look forward to serving you.

Sincerely,
[Your Name]
[Your Title]
[Clinic/Hospital Name]