

# Preparation Guidelines for Your Outpatient Procedure

Dear [Patient's Name],

We are writing to provide you with important guidelines to prepare for your upcoming outpatient procedure scheduled on [Date] at [Time]. To ensure your safety and the success of your procedure, please follow these instructions carefully:

## Before Your Procedure:

- Do not eat or drink anything for at least [X hours] prior to your procedure.
- If you take any medications, please consult with your doctor regarding which medications to take or skip on the day of the procedure.
- Arrange for someone to drive you home, as you may be under the effects of anesthesia.
- Wear comfortable clothing and leave valuables at home.

## Day of Your Procedure:

- Arrive at the facility at least [X minutes] prior to your scheduled time.
- Bring a form of identification and your insurance card.
- Notify the staff if you have any allergies or medical conditions that should be considered.

## After Your Procedure:

- Follow any specific post-procedure instructions provided by your healthcare team.
- Rest for the remainder of the day and avoid any strenuous activities.
- If you experience any unusual symptoms or complications, contact your healthcare provider immediately.

If you have any questions or concerns, please do not hesitate to contact our office at [Phone Number]. We are here to help you.

Thank you for choosing [Your Clinic/Hospital Name]. We look forward to taking care of you!

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