

## PATIENT WARNING LETTER

Date

(Enter patient name and address)

Dear (enter patient's name):

On (enter day, date) you were (describe patient's encounter, i.e., picking up prescriptions, attending your doctor's visit) at (enter site) and (describe the specific behavior, use language like you would use in an accident report, i.e., shouted profanities at a nurse, kicked the waiting room door, etc.) This behavior is unacceptable and must not happen again.

Attached is the page from our *Patient Handbook* that lists patient rights and responsibilities. Please note that the behavior described above violates what is expected. If you demonstrate this or any other inappropriate behavior at our sites or during interactions with our staff again we will dismiss you from (enter the name of your clinic).

If you have questions about this warning, I request that you address them to our Patient Advocate. You may reach the Patient Advocate by calling (enter Patient Advocate contact number) and requesting to speak to (him/her).

Thank you,

*Signature, CEO or COO*  
Certificate of Mailing  
Mailed on Date

Copies to:      Patient Record  
                     ICHP  
                     BHO