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| **Appointment confirmation** | **<Name of outpatient clinic>**  <Address of clinic>  <Phone, fax and email of clinic> |

<Date>

Appointment confirmation **SAMPLE TEMPLATE**

<Referrer name>

<Referrer address>

<Referrer email>

Dear <Patient name>

Thank you for confirming your appointment at the <clinical genomics service name>, details as below:

<Clinical genomics service unit address>  
<Appointment time and date>

Attached is information about how to find the clinic and what to bring on the day.

If you are unable to attend this appointment, please contact <contact name> as soon as possible on <contact number>.

Yours sincerely

<Signature block>

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| **Getting to the hospital** |
| The <outpatient service unit name> is at <block name, hospital and street address> |
| **Hospital map** |
| <hospital map> |
| **Getting to your appointment** |
| **Public Transport** - Plan your trip and find the best route to <hospital name> for you at 131500.com.au or call Transport NSW Information on 131 500.  **Car Parking** - Parking is located on <street name> and rates are below |
| **What to bring to your appointment** |
| Please bring the following to your clinical genomics service appointment:  <details of what to bring e.g. Medicare card, test results, etc> |
| **How long to allow for your appointment** |
| The <genetic service name> will do its best to see you at the appointment time shown. Your clinic appointment can generally take up to one hour. |