

FOLLOW-UP EMAIL TEMPLATE

A “SCREEN. DETECT. ACT.” RESOURCE

INSTRUCTIONAL COPY:

When a heart murmur is detected, prompt referral for an echocardiogram (echo) is essential.

Please use this email template to create a follow-up communication to your patients whom you are referring for an echo.

Follow these 2 simple steps:

1. Copy and paste the content below into your email management system
2. Personalize your message, then send when finished

FILL OUT YOUR TEMPLATE:

[Copy in pink and brackets = variable content]

Subject: Important follow-up from Dr [Name]

Alt Subject: A reminder from Dr [Name]

Dear [Name],

I would like to follow up on our earlier conversation, during which I recommended that you get an echocardiogram. It's a tool that uses sound waves to take pictures of your heart. These images will help us see if you have heart valve disease.

Please call my office if you have any questions or need help with scheduling this important exam in a timely manner. Heart valve disease can worsen without warning. Catching it early helps us stop that from happening.

For more information about heart valve disease, you can visit ScreenHeartValveDisease.com.

Sincerely,

[Name, contact info]