

Date

Community Internal Medicine

Dear M\_, \_\_\_\_\_,

We are sending letters and making phone calls as part of a research study to test a new system of reminders for annual scheduling of mammograms. Please understand that your current and future care at the Mayo Clinic will not be affected by whether or not you take part in this study.

The rate of breast cancer in women is steadily increasing. A mammogram is a low-dose x-ray picture of the breast. It is recommended that women age 40 years and older should get a mammogram every year.

I am sending this letter to remind you to schedule your annual mammogram appointment by calling (507) 284-1756.

To maintain your health, the right tests and immunizations can help. The following are recommendations for preventive screenings and examinations. While they apply to most women, you may have special health needs that will require more or less frequent checkups. I will be happy to discuss these recommendations in more detail with you if you have any questions or concerns.

- Pap smears starting within 3 years of beginning sexual intercourse. Pap smears should be repeated every 3 years until age 65.
- Adults age 50 and older should have a colon examination every 5 years.
- Annual influenza vaccination for people age 50 years or older, adults and children with chronic health conditions, and those in high-risk occupations (such as day care and health care) during the autumn or winter months.
- Pneumococcal (pneumonia) vaccination for people age 65 and older and adults and children with chronic health conditions. A booster is needed if the first vaccination occurred before age 65 and more than 5 years ago.
- Adults should receive a tetanus-diphtheria vaccination booster every 10 years or as suggested by a health-care provider
- A cholesterol test starting by age 35 for men and age 45 for women. Test should be repeated every 5 years.
- Screening for osteoporosis is recommended for all women age 65 years and older

If you are up-to-date on all of your other preventive services, it is not necessary for you to come in for an annual physical examination. If you need any other preventive services or have other problems that you want to discuss please contact me.

Because of a new Federal law on confidentiality and privacy of information obtained from medical patients, called the Health Insurance Portability and Accountability Act (HIPAA), we are required to 1) tell you how this law affects information from your medical record; and 2) have a signed HIPAA authorization form which gives us permission to use the information you are providing.

To complete the permission process, it will be necessary for you to print the attached authorization form, read, sign, and return it by intra-clinic mail to:

D. Leutink, RN  
Pavilion Building 3-25  
HCP&R

To complete the HIPAA authorization form, click on the link below, or copy the link into a web browser at the following address:

[HTTP://](http://) \_\_\_\_\_

If you have questions or concerns about the authorization form please call 4-9648.

Thank you for letting me assist in your health care planning.

Sincerely,

Rajeev Chaudhry, M.D.

EXAMPLE