

**Center Street Community Health Center**

136 West Center Street  
Marion, Ohio 43302  
Phone: 740-751-6380  
Fax: 740-382-8291

**Galion Family Health Center**

126 Harding Way East  
Galion, Ohio 44833  
Phone: 419-777-7570  
Fax: 419-971-5889

**Morrow Family Health Center**

76 South Main Street  
Mount Gilead, Ohio 43338  
Phone: 419-751-9010  
Fax: 419-751-7351

**Dr. Joseph T. Spare's Office**

125 Executive Drive, Suite 201  
Marion, Ohio 43302  
Phone: 740-387-3087  
Fax: 740-382-5034

**Dear Valued Patient,**

We hope you are doing well. Our records show that you have missed at least one (1) scheduled appointment this year without providing at least 24 hours' notice. We understand that life can get busy and unexpected things happen, but it is important to come to your scheduled appointments in order to stay healthy.

**If you miss three (3) appointments in a calendar year, you will be placed on a walk-in only status.** This means you are still welcome to come in, but we will not be able to schedule appointments ahead of time. We will do our best to see you as quickly as possible when you walk in.

We also want to help you return to regular scheduling. We offer **quarterly reinstatement classes**—attending a class will remove **one missed appointment** from your record and allow you to schedule future appointments in advance. To learn more or sign up for the next class, please call us at **740-751-6380**.

We care about your health and want to support you. If something is making it difficult for you to attend your appointments, please reach out to our **Patient Support Coordinator**, who can help you find ways to make it easier.

Sincerely,

Your Care Team