

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 two (2) appointments in a calendar year, you will be placed on a **walk-in status**. This means you must come into the office 4 weeks in a row on Monday's between the hours of 2pm-4pm to receive a 7-day prescription of your medication (if you miss a Monday your total count of 4 will start over). We will do our best to see you as quickly as possible when you walk in.

Once you successfully complete your 4 weekly check-ins you will be able to resume scheduling as usual.

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