

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 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