

*This template is intended to provide the TMS coordinator with the information needed to remind patients of upcoming appointment and to fill out the PHQ-10 Health Questionnaire in advance.*

*Please plan to send the email / SMS text message 24-48 hours prior to patient's in-person or virtual appointment.*

## **PHQ-10 Email Template for Appoint Reminders**

**Subject:** <Dr. or Practice name> Appointment Reminder

This is a friendly reminder for your upcoming appointment with <Practice Name>.

**Date:**

**Time:**

Please complete the 2–3-minute standard **Health Questionnaire** before attending your appointment.

**<<Insert Your Unique PHQ-10 URL here>>**

To ensure that we have received your response to the health questionnaire and other paperwork needed in advance, plan on arriving 15 minutes early. For any questions, please contact our office at **(000) 000-000**. We are happy to assist.

Best,

**<Signature>**

<Practice Website Link>

<Practice Phone Number>

<Practice Logo>

## ***PHQ-10 Text Message Template*** **for Appointment Reminders**

Reminder, Appointment with <Practice Name>,  
On <Date> at <Time>. Please complete this 2–3-minute Health Questionnaire ahead  
of your appointment. **<insert PHQ-10 URL>**  
For questions, call (000) 000-0000

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