

Dr. Jessica Inglis
405-1015 Regent St.
Fredericton, NB
E3B 9X7
P: 455-5561

May 15, 2023

Dear Patient(s) of Dr. Jessica Inglis,

This letter is to inform you of my upcoming parental leave. I will be out of the office from July 1, 2023 until February 18, 2024. **My office will remain open from July 1, 2023 until August 31, 2023.** Dr. Alison Englehardt will be providing Locum coverage during this time. You may continue to contact the office for an appointment with Dr. Englehardt until August 31, 2023.

Unfortunately, despite my best efforts, I have not been able to secure Locum coverage for the remainder of my leave. **My office will be temporarily closed from September 1, 2023 until February 18, 2024.** If I am able to secure coverage between now and September 1st, it will be posted on our clinic website - www.capitalfamilymedicine.ca.

Unless you are directly contacted by my office about an alternate care provider, you will be required to seek care elsewhere during the office closure. The physicians in my group do not have the capacity to take on the responsibility of my entire practice in addition to their own. You will be unable to book appointments with other physicians in my group. If you are admitted to hospital, you will be cared for by one of my colleagues.

I will continue to follow-up on previously ordered tests and consults during my leave. You may be contacted by my office during my leave if follow-up is required. If you require refills for your regular medications, please ask your pharmacist to fax a refill request to the office. I will send refills via this method during the closure only. Once the practice re-opens, I ask that you resume the typical practice of booking a refill appointment.

If you contact the office between September 1, 2023 and February 18, 2024, you will be informed that the practice is closed. **The only exception is if you become pregnant during my office closure, then we ask that you please contact the office to be assigned a temporary provider until my return.** Other options for care during this time include: local walk-in clinics, pharmacies, the evisitNB.ca service, and the emergency room for medical emergencies. You will not be penalized for seeking medical care elsewhere while my practice is closed.

If you find a new physician and wish to have your chart transferred, please contact my office in writing. We will forward your chart according to our office policy and College guidelines.

Thank you for your understanding. I look forward to caring for each of you upon my return.

Respectfully,



Dr. Jessica Inglis MD, CCFP