[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Notification of Diagnostic Code Update
We are writing to inform you about an important update regarding the diagnostic codes used in our system. Effective [effective date], the following diagnostic code will be implemented:
- **New DX Code**: [Insert DX Code]
- **Description**: [Insert Description of the Diagnosis]
This update is crucial for ensuring accurate documentation and billing processes. Please update your records accordingly and ensure that your team is aware of this change.
If you have any questions or require further clarification, please do not hesitate to contact us at [your phone number] or [your email address].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Organization]