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|  **PATIENT INFORMATION** |
| Name: | [Cameron L. Port] |  | Gender: | [F] |
| Birth: | [06/13/1989] |  | Age: | [44 Yrs.] |
| Weight: | [93 kgs]  |  | Height: | [190 cm] |
| Contact No.: | [837-900-0927] |  | Email: | [youremail@companyname.com] |
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| **DOCTOR’S NOTE** |
| October 6, 2033 |
| To whom it may concern, |
| Please be advised that the patient has been diagnosed with a case of osteoarthritis. |
| For the sake of the patient’s wellbeing, it is advised that the patient must refrain from carrying heavy materials & must allocate up to 30 minutes of exercise daily. |
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| **The patient is prescribed to take the following medication/s:** |
| *[Ibuprofen, 600 mg; Thrice A Day, After Meal]* |
| *[Naproxen Sodium, 500 mg; Once A Day]* |
| The patient will be suitable to work by October 7, 2033. |
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| **Authorized By:** |
|  |
| *[Signature]* [Dr. Sheila E. Lance, M.D.] [Physician] |  |



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The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

