

DESIGN YOUR CORRESPONDENCE MANAGEMENT PROTOCOL FOR MEDICAL DIRECTOR

1. Staff meeting to discuss and define follow-up Practice Protocol/System.
2. Document new 'system' on flowchart.
3. Circulate, discuss, re-evaluate to ensure team approach.



DOCTOR CHECKS HOLDING FILE

which may include a variety of new correspondence ie:

- scanned documents
- electronically received pathology and radiology results
- electronically received correspondence (MDEXchange, Argus, CDA documents etc)

