Policy: [ ]

I. Purpose

[List the objectives for this memo]

II. Scope

a. This memo applies to all [   ]
b. This memo describes the organization’s objectives and policies regarding maintaining the privacy of patient information.

III. Proposed Change

[draft proposal for review]

IV. Input and Evaluation

[document: - Date evaluated – feedback received – document pulse of the group]

[document: - changes or modifications based on feedback]

V. Considerations and Decisions

[document concerns and responses to acknowledge concerns]

VI. Final Change

[document final statement for approval]

VII. Communication and Training plan

[communication: Identify audience, define message, determine responsibility and timeline]

[training: Identify audience, define message, determine responsibility and timeline]