



EP 1.26 Appendix A

Request Form for Outbound Mass Communication

Type of request:

Text: _____ E-mail: _____ Voice (call) _____

Source: Clinic: _____

Campaign purpose:

- _____ Appointment and exam confirmations/reminders
- _____ Wellness checkups – vaccination or preventative information
- _____ Hospital pre-registration instructions
- _____ Pre-operative instructions
- _____ Lab results
- _____ Post-discharge follow-ups meant to prevent readmission
- _____ Prescription notifications
- _____ Home healthcare instructions

Script for campaign (must have approval by Institutional Advancement and Spanish version must be translated by requesting department):

Target recipients (criteria for campaign): _____

Frequency of campaign: _____

Duration of campaign: _____