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A Friday close list is not a confirmed handoff

A printed list does not confirm the handoff.

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Before the office closes Friday, write each still-open line

One shared log line. Still-open lines only.

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Include the callback window

A blank window is not a match.



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Include the callback number

One number for each unmatched line.



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Write the request in the caller's words

Do not add clinical advice.

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Name the owner

A close list is not an owner.

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Mark closed lines closed

Use your practice's written urgency rules.



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Get the intake checklist

[https://digital4doctors.us/guides/
after-hours-patient-intake.pdf](https://digital4doctors.us/guides/after-hours-patient-intake.pdf)

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Start a clearer Friday log

<https://digital4doctors.us/start/>

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