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A Sunday voicemail slip is not a named owner

A paper slip does not name the owner.

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Before the first Monday appointment, copy each still-open Sunday voicemail slip

One shared log. Still-open slips only.

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Include the time the slip arrived

A blank time is not a match.

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Include the callback number

One number for each unmatched slip.

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Write the request in the caller's words

Do not add clinical advice.

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Name the Monday owner

A voicemail slip 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

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Start a clearer Monday log

https://digital4doctors.us/start/