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A Thursday reminder card is not a confirmed arrival

A printed reminder does not confirm arrival.

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Before the first Thursday afternoon block, write each morning reminder card

One shared log line. Still-open lines only.

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Include the appointment time

A blank time 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 printed reminder is not an owner.

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Mark confirmed 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 Thursday log

https://digital4doctors.us/start/