

The “Do’s” and “Don’ts” of leaving a Message on an Answering Machine, or with a 3rd Party

Post near every phone!



REMEMBER! When you’re leaving a message:

Don’t:

1. Mention Lab Results
2. Mention Treatment
3. Mention Medication
4. Mention Health Information

Do:

1. Leave the name of the practice
2. Leave a phone number of the practice
3. Request patient return the call
4. Remind patient of next appointment time

www.CompliancePhD.com



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