## Ad Hoc Summary

- Each service has a person dedicated to receiving these
- Eventually **all** services will be using this process
- No ED follow up sheet is needed when this is used
- Many services **only** take referrals via this process and will not schedule patients any other way
- Provides a time stamped and permanent record of your follow up plan
- Communicates your concerns and issues to the service
While in patient’s chart, click this icon
1. Pick your service

2. Click here to complete
1. Fill in boxes (yellows are required)

2. Click here to finish