

# Memo

**To:** Doctors and MAs  
**From:** Management  
**Date:** March 26, 2021  
**Re:** Lab documentation

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In order to keep the documentation of lab results clean and clear for parents to see on the patient portal we are going to do all internal documentation in the internal notes section. This allows the doctors and MAs to document without the parent seeing the extra process of checking lab results when the ordering PCP is not in the office.

See new SOP attached for instructions and pictures.