

# Memo

**To:** All staff  
**From:** Management  
**Date:** April 5, 2022  
**Re:** Prescription & Legal Document Folder

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We have created a **Prescription/RX** and a **Legal Document** folder under the patient document tab.

- All prescription refill requests will be saved into the **Prescription/RX** folder moving forward.

For any legal documents, we receive from a patient such as court documents, separation/divorce, custody battle, legal guardianship, adoption, etc.

- The front desk will upload or scan the documents to the Legal Document folder and assign it to the PCP.