

Memo

To: Blue Fish Staff
From: Management
Date: April 6, 2022
Re: Handout Ordering SOP

Going forward, each person ordering handouts for their office needs to follow the steps listed below once a week.

1. Obtain the checklist from the google drive. It is located in the BF Handouts folder, and the document is titled "Checklist."
2. Download a copy each time you make an order to ensure you have the most up to date version of the checklist.
3. Use the checklist to make a list of needed handouts for your office in the rooms and the MA stations.
4. Add each handout name, as well as the number you need printed, to an email and send it to J.R. at james@bluefishmd.com. See example:

Sample of how to add to email:

gastroenteritis 04.28.2021 (2) x 150

5. Please add your local OM to the email you send to J.R. since the local OM will be the backup to J.R.

Please send in all handout orders by 12 PM on Monday so J.R. can have the delivered to each OM at the Thursday meeting