

Memo

To: All Staff
From: Management
Date: April 29, 2021
Re: Revised- High Priority

Effective immediately for any new patient application acceptance that needs a physician to sign off, the release of medical records, labs, x-ray, and ultrasound results will be marked as a high priority whether the results are normal or abnormal, and forward to the PCP or the covering physician.

The reason for this is to make sure a doctor has reviewed the document and it has been handled promptly.