

THE DOCUMENTATION DEFENCE™

Patient Communication Log

Link calls, messages and emails into one patient-specific chronology.

Educational prompt only. Adapt it to the patient, treatment, your profession, scope, current guidance, insurer terms, clinic policy and record system. This is not legal advice and does not certify compliance. Do not place identifiable patient information in an unsecured copy.

Patient / record reference				
Relevant treatment / episode				
Clinic record location				

Date and time	Channel and people	Report or question	Assessment / advice / decision	Next owner and time

Close the loop

☐	Clinically significant messages and attachments are linked or transferred under clinic policy.
☐	The responding practitioner is identifiable.
☐	The formal record shows what was advised and what happens next.
☐	Identifiable patient information is not left only on a personal device.