Proposal Protocol Email Template

Re: proposals

\_\_\_\_\_ (Practice Name) is implementing a system for staff to make proposals. As the practice has grown, so has our need for such a system to ensure our owners, doctors, and management are aligned.

If you find that an area of the practice needs attention, especially in terms of an adjustment that needs to be made or a system that needs to be developed or changed, please put the suggestion in writing for the doctors’ consideration. These proposals will go through \_\_\_\_\_ (Office Manager Name). We will no longer consider proposals of this nature that are presented verbally or have not gone through \_\_\_\_\_ (Office Manager Name), who will ensure that your proposal is provided to the doctors, as they are responsible for the timely completion of owner meetings and provide the meeting focus.

I’ve attached a proposal form for your use. Of course, urgent matters regarding immediate patient care will have to be handled differently, but this form will be vital for considering practice changes.

Thanks in advance for your adherence to this policy.

Dr. \_\_\_\_\_ (Doctor’s Name)

\_\_\_\_\_(Practice Name) Proposal and Request for Approval

Team Member Submitting Request Date of Request

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Situation in need of attention

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Proposed solution

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Other solutions considered/reason for suggested solution

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Financial impact of this solution

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Date requesting decision by

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