

# Outpatient Procedure Communication Plan

Date: [Insert Date]

To: [Family Member's Name]

From: [Your Name / Clinic/Doctor's Office]

Subject: Communication Plan for [Patient's Name] Outpatient Procedure

Dear [Family Member's Name],

We would like to inform you about the outpatient procedure scheduled for [Patient's Name] on [Date of Procedure]. Below is the communication plan we will follow to keep you updated throughout the process:

## Procedure Details

- Procedure Type: [Name of Procedure]
- Date and Time: [Date and Time]
- Location: [Facility Name and Address]

## Communication Timeline

We will communicate with you at the following key points:

1. Upon patient arrival at the facility
2. Before the procedure begins
3. Immediately after the procedure
4. Post-procedure recovery updates

## Contact Information

If you have any questions or need to reach us, please do not hesitate to contact:

Office Phone: [Phone Number]

Email: [Email Address]

Thank you for your cooperation and support. We will ensure that you are kept informed at every step. Please feel free to reach out if you have any concerns.

Sincerely,

[Your Name]

[Your Title]

[Clinic/Doctor's Office Name]