

Example of an Abnormal Results Contact Attempt Record (LOGBOOK)

Please note: All attempts to contact a patient must be recorded in the patient's individual medical record at the time of the contact. This is a legal safeguard. Practice staff **MUST NOT** give out test results to patients unless expressly advised to by the PCP

Patient's Name				
DOB				
Patient's Physician Initials				
Urgency of consult				
Type of test, e.g. blood, pap				
Time, date, phone no. & staff initials of 1 st phone call				
Time, date, phone no. & staff initials of 2 nd phone call				
Time, date, phone no. & staff initials of 3 rd phone call				
Date 1 st Letter sent				
Mail returned?				
Date 2 nd Letter sent				
Mail returned?				
Date Registered Mail sent				
Post office confirmation received receipt				