

INSTITUTE PATIENT REMINDERS (LETTERS, POSTCARDS, AND TELEPHONE SCRIPTS)

- HIPAA-compliant letters and telephone messages can be modified for your specific clinic's needs. There should be three scripts:
 1. A reminder to come in for testing;
 2. A reminder to send in FOBT/FIT cards;
 3. A notification of negative CRC screening results

TOOL L: SAMPLE HIPAA-COMPLIANT POSTCARDS

Outside of Card

The diagram illustrates the back of a postcard with a horizontal dashed line labeled "Fold Line" across the top. Below the fold line, on the left side, is the "Return Address" section with the following text: "Return Address", "Practice Name", "Address", "Address", and "City, State, Zip". On the right side, there is a rectangular box labeled "Postage". In the center of the card, there is a rounded rectangular box containing the following text: "Patient Name", "Address", "Address", and "City, State, Zip".