

## Sample handling stamp

|        |           |
|--------|-----------|
| File   | Date:     |
| Recall | Comments: |
| Front  |           |
| Pull   |           |
| Urgent |           |

In this example:

**“Front”** means “File report at front of chart, for review at next patient visit”

**“Pull”** means “Pull chart and return to me with report clipped to the front”

**“Urgent”** means likely requires oral communication with staff, and specific instructions

Stamps can be obtained through most office supply stores. Match the size and content of the stamp to your charts and office processes.