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|  | **May 2025 GPDocs Review** |

Topics: **Patient Services**

Use this template to keep an **internal** record of your reviews. Do not send the completed document to GPDocs.

Check that these documents are up to date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Documents** | | **Comments** | **Date checked** |
| 🞏 | Appointments |  |  |
| 🞏 | Appointments to Discuss a Family Member |  |  |
| 🞏 | Staff and Family Enrolment |  |  |
| 🞏 | Electronic Communication |  |  |

Review these topics by checking that the information on your site is correct, then consider:

1. Has any of your practice’s information changed?
2. Is there anything missing or incorrect that you think we need to know about?
3. Is there anything we need to implement at the practice to comply with the quality standard?
4. Is staff training up to date in these areas?

Send us feedback at [support@gpdocs.co.nz](mailto:support@gpdocs.co.nz) by **31 May.** We will collate everyone’s feedback and improve the policy for all practices.