To: Quality Assurance Manager

Date:

Via: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Include Seniors and Team Member Observed)

(I.e. In Clinic Division, use the via to include the Clinical Manager and cc the team member observed so they know to get with their CM for appropriate follow up)

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Post)

**When was this matter noticed or observed?**

**Details of exactly what occurred or was observed that you feel could be improved upon to further upgrade our service and reputation:**

**What policies or hat write ups, etc. do you suggest would be helpful to study to improve the situation:**

Submitted with respect and the intention to be helpful,

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_