

Patient Communication Contact Log Form Sample PDF

This Patient communication contact log form sample PDF is designed to efficiently document interactions between healthcare providers and patients. It ensures accurate record-keeping of communication details for improved patient care and follow-up. The form is easy to use and customizable to fit various medical practice needs.

Sample Patient Communication Contact Log Form

Date	Time	Patient Name	Contact Method	Topic / Reason for Contact	Staff Member	Notes / Outcome	Follow-Up Needed
2024-06-10	10:30 AM	Jane Doe	Phone	Lab Results	Dr. Smith	Informed patient of normal results. No further action required.	No
2024-06-10	2:00 PM	John Roe	Email	Appointment Reminder	Nurse Kelly	Patient confirmed attendance for 06/12/2024 appointment.	No
2024-06-11	9:15 AM	Anna Lee	In-person	Post-op Check-in	Dr. Adams	Patient recovering as expected. Scheduled follow-up visit.	Yes

Instructions

- Complete the form at each patient interaction.
- Ensure all fields are accurately filled for clear documentation.
- Review log regularly for follow-up actions.
- Keep logs secure to protect patient privacy.

For a printable PDF version of this form, use your browser's print function or use a PDF export tool.