

Communication Templates

RECOMMENDED SEND DATES

DATE OF DATA GO-LIVE:

Introduction to Photon

- *Description:* High-level introduction – Bulleted benefits and visuals
Intended as initial communication to designated end users (EU) via email

2 DAYS POST:

New Consultation Process

- *Description:* Announcement letter – Hospital's chosen consultation process
To be sent from hospital CEO or designee to select EU via email

7 DAYS POST:

Photon Training Announcement(s)

All to be sent via email

1. ED & Hospitalists Photon Training Announcement
 - Audience: ED & Hospitalists only
2. General End User Photon Training Announcement
 - Audience: All remaining EU (i.e. on-call specialists)
3. On-Call Department Head Invitation
 - To be sent in conjunction with 1 OR 2, dependent upon department

9 DAYS POST:

Photon Training Schedule Email

- *Description:* Quick specifics on training to be sent to EU via email

On-Site Training Schedule Flyer

- *Description:* To be hung in hospital-designated areas prior to implementation