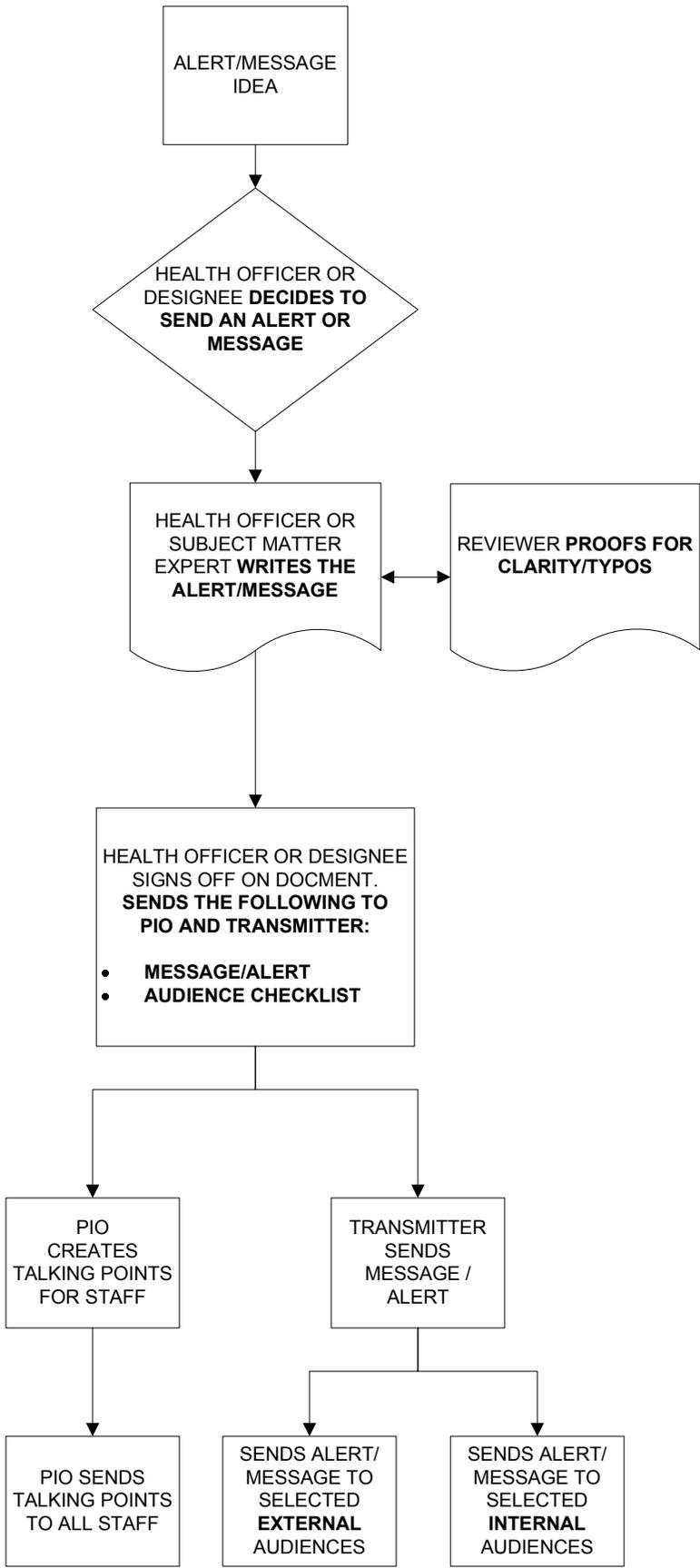


MEDICAL PROVIDER ALERT/MESSAGE WRITING AND DISSEMINATION PROCESS



Various staff propose an alert/message based on what is going on in the community.

The Health Officer or Designee picks a writer and a reviewer for the alert/message.

Health Officer or Writer:

- Uses the KPHD Medical Provider Alert/Message Template.
- Fills out the audience checklist.

The Reviewer:

- Checks the message to make sure it's clear to the reader
- Corrects grammatical or typographical errors.

Health Officer sends an email to the PIO and Transmitter with the alert/message and audience checklist attached.

The email states:

"This document has been finalized. PIO please write staff talking points and disseminate. Transmitter please disseminate to audiences selected in checklist."