**CORRESPONDENCE LOG**

Primary relative: Contact details:

Preferred method of contact: Frequency:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Staff name** | **Type of contact with relative (circle)** | | **Additional Notes** |
|  |  |  | in person on unit | spoke on phone |  |
| email | left voice message |
|  |  |  | in person on unit | spoke on phone |  |
| email | left voice message |
|  |  |  | in person on unit | spoke on phone |  |
| email | left voice message |
|  |  |  | in person on unit | spoke on phone |  |
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|  |  |  | in person on unit | spoke on phone |  |
| email | left voice message |