MD-SOP-0036

Pending



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CONTROL	Doc Number: MD-SOP-0036	Rev: 02	Release Date:23 Feb 2016

POLICY AND PROCEDURE TEMPLATE

APPROVALS

All approvals are maintained and controlled in the MasterControlTM system. Please refer to the MasterControlTM system for the current controlled revision and approval records.

REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
D Ade	Initial Release	01	See MasterControl

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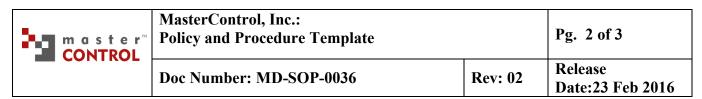


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1. **PURPOSE**

Briefly describe the reasoning or purpose of the document.

SCOPE

Briefly describe the coverage or scope of what is covered and/or exempted from this process. Please refrain from adding policy or procedure detail in this section.

DEFINITIONS 3.

- Word Definition
- Word Definition

RESPONSIBILITIES 4.

Responsible Party – Describe the responsible party responsibilities

PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)

5.1 **Process Flow**

If applicable insert simple process flow chart or picture here. Keep the flowchart descriptions simple putting the detail in the next subsection. If there is not a flow chart or picture write "Not Applicable".

- Procedure/Policy/Work Instruction (remove title that does not apply) 5.2
 - Overview
 - 5.2.2 **Details**

APPLICABLE REFERENCES

List of applicable reference documents.

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Revision: 02

Signature Manifest

Document Number: MD-SOP-0036

Title: Annual Conference Attendance Policy

All dates and times are in Mountain Time Zone.

SOP Approval

Collaboration

Name/Signature	Title	Date	Meaning/Reason	
Paul Sanderson (PSANDERSON)				
Dallas Volk (DVOLK)				
Sarah Christensen (SCHRISTENSEN)				
Mark Sloan (MSLOAN)				
Rob Carpenter (RCARPENTER)				
Matt Smith (MATT)		23 Oct 2017, 01:14:58 PM	Complete	

Approval

Name/Signature	Title	Date	Meaning/Reason
Matt Smith (MATT)		23 Oct 2017. 01:16:44 PM	Approved

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