Using Tech to Make Your Practice More Efficient

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AmWell, Doctor on Demand, Teladoc top list of most downloaded telehealth apps

Military personnel use keywords that characterize the nature of the email in the subject. Some of these keywords include:

- ACTION – Compulsory for the recipient to take some action
- SIGN – Requires the signature of the recipient
- INFO – For informational purposes only, and there is no response or action required
- DECISION – Requires a decision by the recipient
- REQUEST – Seeks permission or approval by the recipient
- COORD – Coordination by or with the recipient is needed

Email BLUF: Bottom Line Up Front
Standard Example
Subject: Meeting
Jim,
I wanted to remind you about the meeting we have scheduled next week. Let me know if you have any questions.
Chris

BLUF Example
Subject: REMINDER: Year End Tax Planning Meeting on December 11th
Hi Jim,
I wanted to remind you about the meeting we have scheduled for Tuesday, December 11th at 10:00am in your office to do your year end tax planning. If you have any questions, please contact me at ###-###-#### x3024.
Have a great day!
Chris

Subject: INFO – Meeting Change
Shannon,
Bottom Line: We scheduled the weekly update meeting for Thursday at 2 PM CST to accommodate the CFO’s schedule.
Background:
1. We searched for other available times, but this is the only time that works, and it’s important that you are on the call, so that you can address your P&L.
2. CFO will be in Boston on Thursday meeting at an offsite with the management committee.
3. He wants to review the financial report that can be found here (insert link) before the call.

Ask in person: You’re less persuasive than you think over email

MIT
Low Bidding Team
High Bidding Team