



**Process Improvement Change Letter (PICL): Insert Name of the project or pilot**

**Communication Campaign Start Date:**

**Communication Campaign End Date:**

**Implementation Date:**

**Purpose:**

**Goal:**

**Locations:**

**Staff Responsible:**

**Process:**

1. Summarize process steps

**Role of the Medical Assistant:**

- 1.

**Role of the Providers:**

- 1.

**Role of the LVN Care Coordinator:**

- 1.

**Role of the Supervisors and Managers:**

- 1.