

# Leave Staff Comments for your team

**Purpose:** Document follow-ups and decisions for later review.

## Steps

1. Open the call and scroll to the Staff Comments box.
2. Type your note, for example, "Spoke with patient. Needs to discuss prescription with provider."
3. Click Save.

## What you will see on this page

- A list of saved comments with timestamps.

## Tips and good practice

- Keep comments short and action-oriented.
- Mention names or dates that others will search for later.

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