

PHONE CALL LOG FORM

<i>Call In</i>	<i>Call Out</i>	<i>Time of Call</i>	<i>Team Member</i>	<i>Name of Person Called/Calling</i>	<i>Phone Number</i>	<i>Purpose of Call (i.e. Residents Name)</i>	<i>Able to reach person called (Y/N)?</i>	<i>Follow-Up Needed? (Describe)</i>

Phone Call Log Form Instructions

Call In	Check this box if the call is an incoming call.
Call Out	Check this box if the call is an outgoing call.
Time of Call	Document the time the call is received or placed.
Team Member	Print the name of the person receiving or placing the call.
Name of Person Called/calling	Document the name of the person who is calling or who is being called.
Phone Number	Document the phone number of the person who is calling or who is being called.
Purpose of Call (i.e. Residents Name)	Document the purpose of the call or the reason the person is calling the facility.
Able to reach person called (y/n)?	Document the status or result of the call.
Follow-Up Needed? (Describe)	Document all next steps or additional follow up, if needed.