

[Your Company Letterhead]

[Date]

[Staff Member's Name]

[Staff Member's Title]

[Department]

Dear Team,

Subject: Important Updates on EHR Workflow Changes

As part of our ongoing efforts to enhance efficiency and improve patient care, we are implementing changes to our Electronic Health Record (EHR) workflow. These updates are designed to streamline our processes, reduce manual workload, and ultimately enhance the patient experience.

Key Changes:

1. **[Change 1: Brief Description]**
 - [Details about how this change will be implemented and its benefits]
2. **[Change 2: Brief Description]**
 - [Details about how this change will be implemented and its benefits]
3. **[Change 3: Brief Description]**
 - [Details about how this change will be implemented and its benefits]

Implementation Timeline:

The new workflow will be rolled out starting [start date]. Training sessions will be held on [dates] to ensure everyone is comfortable with the new processes.

Your Input:

We encourage you to share any questions or concerns regarding these changes. Please feel free to reach out to your supervisor or attend our upcoming Q&A session on [date and time].

Thank you for your cooperation and commitment to improving our services. Together, we can ensure a smooth transition and better outcomes for our patients.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]