

A4 Cleaning Log

PRACTICE _____

DATE _____

The exclusions in order, so your counts add up the same way.

Run the exclusions in this order. A record removed in one step isn't counted again in a later one.

PART 1 The exclusions, in order

ORDER	EXCLUSION	HOW IT WAS CHECKED	CHECKED BY	RECORDS REMOVED	DATE
1	Deceased				
2	Duplicate				
3	Do not contact				
4	Moved out of the area				
	Total removed				

PART 2 The clean count

LINE	COUNT
Raw inactive from A1	
Less: total removed	
Clean inactive	
Of which, no valid phone, email or address	

Before every campaign, re-run steps 1-4 on the records you plan to contact.

Counts and totals only: no patient names on this sheet.