Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WRITE A MEMO PRACTICE B**

Write a work memo to a co-worker regarding the situation described below.

* Describe your consumer’s day from 8am-2pm and any OTC medication you gave her and how you got her doctor’s approval.
* Consumer’s name: Mrs. Smith
* Stomachache, ate very little (describe what she ate and how much)

**MEDICAL SHIFT CHANGE MEMO**