

---

## Need to Know List

---

### About This List

#### **Why this list is critical for communication**

At DR Systems, we know that great communication is critical to our mutual success. In order to facilitate communication during project management and throughout the life of our relationship, we ask our customers to provide us with the Need to Know List.

This list is composed of key leadership at your site, and should include individuals from multiple disciplines, including your RIS/PACS Administrator, Physician Champion, Technical Champion, I.T. Leadership, Business Leadership, and individuals with appropriate domain expertise such as supervisors, lead technologists, and lead transcriptionists. Typically this list includes 5-10 individuals.

#### **How DR Systems uses the Need to Know List**

We use the Need to Know List to send emails to all key staff. The communication we send is related to project management and service issues.

Our policy of sending information to our key customer contacts has proven to facilitate the internal communication at customer sites. If you find that we are sending more email than you need, please let us know. However, we want to share our experience that projects and ongoing service run more efficiently when we have a complete list of contacts. This allows us keep our customers informed at all times.

#### **Saving and returning this PDF form to DR Systems**

You can complete this form by typing in the fields.

To send this form back to DR Systems when you finish:

Click the Submit button on the last page.

To save this form:

Click File > Save > and navigate to a folder on your local drive.

