

Consultation Readiness Checklist

Put the approved service resource where the question begins.

Before the meeting, make the route easy to find and easy to keep current.

Name the resource

What general service question should this page help answer?

COMMON QUESTION

Choose one institution-approved starting point

- ☐ General biomedical informatics service index
- ☐ Consultation-preparation guide
- ☐ Official service-request page or general support contact

Check the handoff

- ☐ The intended audience can recognize the right next step.
- ☐ A compatible phone opens the resource at the intended location.
- ☐ A second staff member can find the page without extra explanation.
- ☐ A fallback link or contact is available if the NFC tag cannot be read.

Give the page an owner

RESOURCE OWNER / TEAM

NEXT REVIEW DATE

Keep it general. Do not place participant details, patient information, protocols, study files, credentials, or project-specific intake on the NFC tag or an unsecured page. Keep them in the systems your institution approves.

Notes for the resource owner
