**CHECKLIST for HAN Distributor**

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| **HAN Distrubtor Check list** | GOT IT? |
| Appearance |  |
| Grammar, spelling of locally produced content from Subject Matter Expert |  |
| Completeness |  |
| Add date, subject, level of alert to Email template/coverletter |  |
| Follow the example below to complete the subject line of the HAN message:  *RiverStone Health HAN Advisory: Ensuring appropriate treatment to slow the spread of gonorrhea*  \*Be sure to match the subject line with the level of HAN, i.e., Alert, Advisory, Info, Update. |  |
| Add to RiverStone Health template local Information if suggested by Subject Matter Expert –and change font to **Black** GARAMOND |  |
| Omit State coversheet |  |
| Include all other attachments (*eg*. CDC, MMWR, other) |  |
| Erase your signature block from the email text area |  |
| Distribution List |  |
| Insert proper distribution list as indicated by Subject Matter Expert into “To” on email/BlastFAX |  |
| Add “All Providers” from RiverStone Health Address book |  |
| Add “Public Health Services” from RiverStone Health Address book |  |
| Add “DPHHS” to distribution list |  |
| After Sending HAN to distribution list |  |
| Follow Bounce back procedures as directed by SME |  |
| Store documents on PHS file server in EPI Folder: |  |
| Epi team folderEpi team protocolsHANHAN MessagesYear |
|  |
| Name folder using standardized naming convention: |
| example: HAN\_Enterovirus\_2014.09.11 |
| Include these documents: |  |
|         Original HAN from DPHHS |  |
|         Email/coverletter RiverStone template modified for current HAN |  |
|         State/CDC HAN and other materials |  |
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