# Emergency: paper forms

**Hausarztpraxis am Musterweg · library “practice operations”**

**Emergency number: N-_____ · Date: _____ · Code of the recording MFA: _____**

| Time | Patient (name, date of birth or patient number) | Type (appointment / incoming finding) | Concern or laboratory and case number | Treating physician | re-entered in PVS on | Code |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Confidential – health data (Art. 9 GDPR). Do not scan, not into the suite. Once filled in keep locked in the emergency cupboard at reception; destroy securely after re-entry.**

Patient data stay in the practice management system (PVS). Only case numbers, codes (ÄRZ-1 … ÄRZ-3, MFA-1 … MFA-5) and roles appear here – no names, diagnoses or findings.
Example from the MC4Y Suite practice book (Peter Hoenig), chapter 20 “Case study – process models for a medical practice”; all people and companies are fictitious.