Creating Patient Education Documents

We are happy to help you develop and update patient edcuation materials. To ensure high-quality documents and a smooth process, please review the following before we begin.

Step 1: Project Request

- Please **gather and combine notes** from **all** necessary team members when sharing your project text or revision requests.
- Email project details to hsayre@uw.edu. You can send PDFs, Word, links, or email text.

Step 2: Editing

- I will format your document according to the current template and style guidelines.
- I'll also edit the text and provide feedback to make sure the document follows these goals:
  - Health literacy and accessibility best practices
  - A 5th grade reading level with plain and inclusive language

Step 3: Review & Approval

- Before publishing, the document must be **fully reviewed and approved** by your team.
- Your department is responsible for ensuring **clinical accuracy** in the document. Please double-check for any errors.

NOTE: All edits must be completed before publishing.

Documents are reviewed **every 3 years** from the date of publication. Once published, **please hold all revisions** until the next scheduled review (unless needed for patient safety). Thank you for helping us save time and resources!

Next Steps

- **Publishing**: See "*Publishing Patient Education Documents*" for details on what to expect before your document is complete.
- **Translations**: For more information about translation options, please see "*Translation Options for Patient Education Document.*"

Email **hsayre@uw.edu** to start any project or with any questions. I look forward to working with you!

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