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| --- | --- |
| S | Situation: * What is the situation you are writing about?
* Identity self, health care site, area, title, date, etc.
* Briefly state the problem/issue, what is it, when it happened or started, and how severe.
 |
| B | Background: Pertinent background information related to the situation: * History of problem/issue, include date/time.
* List of current situations.
* Most recent occurrences.
* National standards, policy, regulations, standard requirements.
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| A | Assessment: * What is your assessment of the situation?

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| R | Recommendation: * What is your recommendation or what do you want (say what you want done)?

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| S |  |
| B |  |
| A |  |
| R |  |