



***JUCM* Outline for Practice Management Articles**

- I. Introduction to Topic
 - A. What are you covering?
 - B. Why is it relevant to urgent care?
 - C. Brief overview of the practice management challenge (always considering the urgent care setting)

- II. Topic Main Text
 - A. For each essential subtopic, cover the following:
 - 1. History of the subtopic in our industry
 - 2. Current status of the subtopic in our industry
 - 3. Red flags and problems to be resolved
 - 4. Ways in which not resolving these problems will affect the individual urgent care center, its patients, and the industry as a whole
 - 5. Techniques and methods for resolving the problems
 - i. For managers
 - ii. For health-care providers
 - iii. For frontline staff members
 - iv. For other support staff members
 - 6. Goals to be met in resolving the problems

7. Documented vignettes about and studies on how leaders in related industries or other industries are resolving the problems (these can be spread throughout the article)
8. Decision-making steps and tools
9. Techniques and benchmarks for measuring improvement progress

III. Conclusion/Discussion

IV. References

- V. Tables, flow diagrams, charts, figures, and boxed sidebars are often useful for highlighting the following:
- Details of resolution techniques
 - Red flags
 - Longer vignettes illustrating problem resolution
 - Summaries of subtopics

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