Protected Tomorrows® Quality Assurance Review Process

As you know, Advocates are contractually prohibited from using unauthorized marketing materials to promote their participation in the Protected Tomorrows® network.

However, we realize that you may occasionally wish to develop additional marketing materials, separate from those produced by Protected Tomorrows®. These materials will need to be reviewed and approved prior to printing and distribution.

Please follow the steps below when submitting your documents for review.

**Submitting a Document for Review**
Access the “Quality Assurance—Request for Review” form on the Protected Tomorrows® Advocate website. The document may be found under Forms, Quality Assurance.

1. Complete the form; field descriptions are below.
   - Advocate Name
   - Contact Name: Enter if different from Advocate Name
   - Contact Phone Number
   - Contact Fax Number
   - New Document: Check box if this document has not been reviewed previously
   - Revised Document: If this document has already been reviewed and you are submitting the revised document, check the “Revised Document” box
   - Protected Tomorrows® Document Tracking Number: If this document has already been reviewed and you are submitting the revised document, enter the Document Tracking Number which you will find highlighted on the initial response form (see below).
   - Document Name: Enter the name of the document, e.g. “Patient invitation letter”
   - Advocate Document Number: Enter the number or code, if any, your office uses to track this document
   - Document type: Enter the type of document, e.g. letter, brochure, postcard
   - Intended use: Enter who the piece will go to, how it will be sent, the intended goal, etc., e.g. “Invitation letter for patients of neurologists at local hospitals to attend Protected Tomorrows® seminar in Advocate’s office, sent via mail”
   - Quantity to be printed (estimate): Indicate the quantity to be printed

2. Complete one form for each item submitted for review, and include one color printout and five black and white printouts.
   - If the only document being submitted is a letter on the Advocate’s letterhead, it may be submitted via fax.
   - Any other document must be sent via mail or express delivery, not via fax.
3. Send the completed Request for Review form(s) and printout(s) to:
   Protected Tomorrows, Inc.
   Attn: Quality Assurance
   103 Schelter Road
   Lincolnshire, IL  60069

   Protected Tomorrows® turnaround time will be 10 business days.

**After a Document is Reviewed**
After Protected Tomorrows® reviews the submitted document(s), the individual who is listed as the Contact Name will receive a form indicating whether the document is:

- Approved
- Approved With Changes
- Not Approved

**Approved Form**
If an Approved form is received, the following must be completed:

- Add the Protected Tomorrows® Document Tracking Number to the finished document. We suggest adding this number after the copyright data on the document. The number will be highlighted on the Approval form.
- Forward 10 printed samples to Quality Assurance within five days of printing.

Note: Any changes made to the document after it is approved will nullify the approval. The document will need to be resubmitted.

**Approved With Changes Form**
If an Approved With Changes form is received, the following must be completed:

- Incorporate the requested changes.
- Resubmit the document along with a new Request for Review form.
- Check the “Revised Document” box.
- Add the Protected Tomorrows® Document Tracking Number to the revised document.

**Not Approved**
If a Not Approved Form is received, it will detail the reasons the document could not be approved.

**Additional Questions**
Please contact Protected Tomorrows® if you have questions regarding the Quality Assurance Review Process.