



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, post card
 - **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 Schelster 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.