**Actions Required**

What are the inefficient processes you’re attempting to improve? Are there other factor and/or limitations to address? For example:

Limited Budgets Shortage of Skilled Workers Limited Capital Equipment and Facilities Budgets

**Improvement Opportunities for Your Clinic**

Identify the opportunities for your clinic to improve inefficient processes.

1) First Improvement Summary. This would result in:

* Improved Customer Relations (example).
* Better quality of patient care (example).
* Increased profits (example).
* Standardization of processes and elimination of unnecessary processes (example).

2) Second Improvement Summary. This would result in:

* Improved Customer Relations (example).
* Better quality of patient care (example).
* Increased profits (example).
* Standardization of processes and elimination of unnecessary processes (example).

**Recommendation Summary**

3-5 sentences to convince your office manager to approve implementation of your benchmarking improvements to become more competitive, and profitable. This will allow the clinic to focus attention and expertise on top quality patient care at a more affordable price and consistently on time.

**Prepared by:** (your name)