

For external communication
(corporate and marketing communication)

General information

Request name	
Request date	Deadline
Requester	
Communication discipline	
Therapy field	
Product	Other
Target group (HCP health care professional)	
Content responsible	

About the requested communication

Communication type		Other
Document creation or document editing?	Creation (provide content)	Editing (provide source document)
Document version number		Not applicable
Government notification code (mass media)		Not applicable
Intended for		

Branding and editing check

Source document language			
Translation (specify translator)	Internal	External	N.A.
Editing check (spelling, grammar, style and tone of voice)			
Branding check			

Approval path

	Signatures for	version	Signatures for	version
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1. First creation by communication colleague
2. First check by requester and/or content responsible
3. MDR check by product manager (optional)
(to check product information and/or whether product characteristics are in line with the official IFU)
4. Pharmaceutical check by QA&RA manager (optional)
(on texts about medicines)
5. Legal check by Legal & Compliance officer (optional)
(on GDPR and disclaimer issues)
6. Check by 2nd communication colleague (branding)
7. Check by 2nd communication colleague (editing)
8. Final creation by communication colleague
9. Final editing and approval by end responsible
(communication manager or marketing manager or management team member)

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