Shared Service Notice and Adult Response Record

Seen, accepted and completed are separate states.

A shared resource still needs an authorized response owner.

Hypothetical example: two adults assign a verified service notice to the member with the appropriate role and record the provider's actual confirmation without exchanging account passwords.

01 Identify the notice

Identify the verified notice and actual requested action.

Verified service and notice

Action actually requested

Genuine deadline or unanswered timing

02 Check the role

Check the provider role required to respond.

Current provider role information

Adult with appropriate access

Private information to keep off the sheet

Shared Service Notice and Adult Response Record / Review & follow-through

03 Own the response

Assign an authorized adult and record the accepted task.

Adult accepting the task

Permitted response route

Submission or blocker actually observed

04 Confirm the result

Confirm the actual result and any remaining notification question.

Provider confirmation or unresolved status

Next responsible handoff

Notification arrangement to review if needed