

2017 (old version)	2020 (new version)	Type of Change	Reason for Change	Burden Change
Cover Letter heading	Insert member name above address, standard "Dear _" salutation	Rev	Identify member, prevent errors	No
Cover Letter instructions	Removed instructions to update and take med list everywhere	Del	Clarity on purpose of document	No
Cover Letter, MAP and PML	Revising the formatting and design of the documents	Rev	Improve Readability	No
Cover Letter, MAP and PML	Revising and streamlining the header and introductory text	Rev	Improve Readability	No
Medication Action Plan comes before Personal Medication List	Renamed to Recommended To-Do list and Medication list, switched order	Rev	Clarity and ease of use	No
Plan header on first page of MAP	Remove the plan logo from the header on the first page	Del	Save space, reduce burden	Yes
PML and MAP	Adding graphical icons, such as a lightbulb graphic and pencil graphic	Add	Draw attention to key messages	Yes (maybe)
PML	Adding a header on all subsequent pages where sponsors would insert the member's name and date of birth	Add	Identify member, prevent errors	No
PML instructions	Removed checkboxes, numbering	Rev	Simplicity and readability	NI
PML in portrait orientation, separate tables for each medication	Medication list in landscape orientation, all one table in line items	Rev	Increase readability/accessibility, reduce burden	No
Date I started using it, Date I stopped using it, Why I stopped using it	Remove these fields	Del	Seldom used, reduce burden	Yes
Allergies or side effects	Separated into 2 fields and moved to end of Medication List	Rev	Increase readability, prioritize information	No
Other Information	Changed to My Notes and Questions	Rev	Increase member engagement	No
Member name and date of birth	Add CMR date to header	Add	Allow member to keep track of medications and update	No
MAP instructions	Removed numbering, changed name to Recommended To-Do List	Rev	Increase readability, reduce burden	Yes
N/A	Placing the "What we talked about" and "What I need to do" sections side-by-side;	Rev	Increase readability, reduce burden	Yes
What I need to do, What I did and when I did it	Combined into 1 column What should I do, add checkboxes	Rev	Increase readability/accessibility, reduce burden, encourage engagement	Yes
My Follow-up plan, Questions I want to ask	Combining the "My follow-up plan" and "Questions I want to ask" sections into a "My notes and questions" section at the end of the document	Rev	Increase readability, reduce burden	Yes
Personal Medication List	Renaming the document from "Personal Medication List" to "Medication List;"	Rev	Increase readability	No
PML: "Goals," "Reminders," "Date I started using it," "Date I stopped using it," and "Why I stopped using it."	Removed	Del	Increase readability, reduce burden	Yes

PRA statement on last page of summary  
N/A

Moved PRA statement to cover letter page  
Updated expiration date on cover pages and footnotes

Rev  
Rev

Compliance with OSORA  
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No  
No