# [Procedure Title] MOBIUS Procedure on …

**Created by:** [creating body]

**Approved:** [name of approving body; date]

**Reviewed:** [name of reviewing body; date of last review]

**Revised:** [date]

**Replaces:** [previous documentation for which this document is a replacement, fully or partially]

## Purpose of the procedure:

[State why the procedure is necessary.]

## Scope:

[State the scope of the procedure. The scope is defined as range of operation for the procedure; i.e., what will be the extent of treatment, activity, or influence of the procedure’s use.]

## Background:

[Provide brief historical background information if it exists; otherwise omit this category.]

## Responsible party:

[Identify person or group responsible for review of the procedure and frequency of review.]

## Content of the procedure:

[Insert procedural steps in clear, concise language, and in a logical order. Use bold headers for topics and sub-topics; use numbers for lists as appropriate. Do not use a complex outline format.]

## Forms:

[State what forms or other related standardized items, such as labels, book bands, etc., that are included as part of the procedure.]

## Related documents:

[Make references to other procedures, policies or documents as appropriate.]