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## Recommendation Letter Requirements

All letters are personally endorsed by Dr. Taylor, so you will receive your letter within **30 days** (provided you meet all eligibility requirements).

### To be eligible for a recommendation, you must

1. Submit a formal request using the form on our website
2. Complete a minimum of 6 months **and** 400 hours in a clinical setting
3. Remain in good standing\* with ProScribe and your respective healthcare facility

### A scribe in good standing

1. Does not owe money to ProScribe
2. Has not received a **Final Warning, Termination, or Not Eligible for Rehire** status for **Violation of Conduct Rules, Product Performance (Efficiency), Absenteeism, Tardiness, and/or Gross-Misconduct** based on our internal records.

### Questions, comments, or concerns?

Please email [recommendations@proscribemd.com](mailto:recommendations@proscribemd.com) or contact our Marketing Coordinator, Brittney Petrovics, at (210) 545- 2500 ext. 114.

**Please note:** The recommendation letter is intended to help students applying to pre-professional programs, medical school, and/or a healthcare-focused program and **will not** be acknowledged as a recommendation if used for other employment opportunities. This privilege provided for our employees is based upon company discretion.