# Website Operations Content Template: Location/Department

Content should be specific to the location or department, not generic information that can be found on a global service page or WebMD. The goal is to highlight the location’s specific features, such as equipment, caregivers, specialties, etc.

Location names should be the legal name of the clinic, as it appears on signage, letterhead, patient bills, etc.

## Location/Department Data

|  |  |
| --- | --- |
| Location or department name |  |
| If department, what is main location (typically a hospital) |  |
| Address including suite or floor |  |
| Phone number(s) (Main local number and appt/scheduling if applicable) |  |
| Fax number, if applicable |  |
| Hours/days of operation |  |
| Services and procedures offered (choose from the [A-Z directory on our website](https://www.providence.org/services)); e.g.: Laboratory Services |  |
| Amenities, if applicable (e.g., gender-neutral restrooms) |  |

Content  
*Each section should be 1-2 sentences and unique to this location or department.*

|  |  |
| --- | --- |
| Our Approach *Description of location, care philosophy, differentiator* |  |
| Our Services  List services people would search for on Google/Bing, etc. |  |
| Conditions Treated *List of common conditions (optional)* |  |
| Types of Providers/Expertise *(Optional)* |  |
| Preparing for your Visit *(Optional) Include details, forms, specific info that would help the patient* |  |