**Urban Clinical Staff Voicemail**

**TYPICAL MESSAGE**

Hello or Bonjour

You’ve reached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title) with Compass. Compass continues to provide client services via phone and video conferencing so please leave a message and I will return your call within two business days. If your call is of an urgent nature, please press 0 now, to speak to reception who will redirect your call. If you are calling in crisis outside of regular office hours, please contact the Crisis Intervention Program of Health Sciences North at 705-675-4760 or for non-urgent matters please call us at mindSPACE at 1-800-815-7126. Thank you.

Vous pouvez laisser votre message en français. Merci!

**TRAINING/SICK DAY**

ABSENCE ALBERT: Hello or Bonjour

You’ve reached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title) with Compass. I will be in away from the office (identify date), returning (identify date). Please leave a message and I will return your call within two business days of my return. If your call is of an urgent nature, please press 0 now, to speak to reception who will redirect your call. If you are calling in crisis outside of regular office hours, please contact the Crisis Intervention Program of Health Sciences North at 705-675-4760 or for non-urgent matters please call us at mindSPACE at 1-800-815-7126. Thank you.

Vous pouvez laisser votre message en français. Merci!

**VACATION ALERT**

ABSENCE ALBERT: Hello or Bonjour

You’ve reached \_\_\_\_\_\_\_\_\_\_\_\_, (title) with Compass. Please note I am away from the office (identify date) and will be returning (identify date). Please leave a message and I will return your call upon my return—however If your call is of an urgent nature, please press 0 now, to speak to reception who will redirect your call. If you are calling in crisis outside of regular office hours, please contact the Crisis Intervention Program of Health Sciences North at 705-675-4760 or for non-urgent matters please call us at mindSPACE at 1-800-815-7126. Thank you.

Vous pouvez laisser votre message en français. Merci!