

Ref: TW/Pooler Office
QN: PORT0002TW



23 January 2001

Mrs Beverly Carter
Outpatients Services Manager
Gosport War Memorial Hospital
Bury Road
Gosport
Hampshire
PO12 3PW



Reply to:
Tom Waller- Business Development Manager

Code A

Dear Beverly

Thank you for your recent letter confirming the revised list of documents that you would like microfilmed in future. Our records and job instructions have been duly amended.

The only documents that we will now extract and destroy without microfilming are as follows:

X-Rays)
Photographs) Return to hospital
Slides)
Blank documents
Address labels
Inner file covers

If you have any further amendments to make to this list, please do not hesitate to contact me.

Yours sincerely

Code A

Tom Waller
Business Development Manager



Alder Hills Park
16 Alder Hills
Poole, Dorset
BH12 4AR

Tel: 0870 849 0220
Fax: 0870 849 0221

6 Temple Street
Sidmouth
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Leeds Road
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A member of the Hugh Symons Group Plc
Registered in England No. 1187478
Registered address: Alder Hills Park,
16 Alder Hills, Poole BH12 4AR

Portsmouth Health Care NHS Trust

Received

16 FEB 2001

File &

Code A

complaint

General Manager, Fareham / Gosport

Mr T Waller
Hugh Symonds Services Ltd
Alder Hills Park
16 Alder Hills
Poole
Dorset
BH12 4AR

BC/lp

15 February 2001

2315

Dear Mr Waller

Further to our recent telephone conversation about documents that are not at present microfilmed. I would like to notify your company on behalf of Portsmouth Healthcare Trust, that we would like the following documents to be microfilmed and not destroyed as of February 2001.

Temperature Charts
Daily Fluid Charts
Infusion and Intensive Therapy Charts

All other charts or notes that relate to the following:-

Height, Weight, Blood, Stools or Observation Charts

Could you please confirm to me in writing that this can be arranged.

Thank you for your assistance.

Yours sincerely,

B. Carter
Outpatients Services Manager

cc. Fiona Cameron
Lesley Humphries
Jan Peach

PORTSMOUTH
HealthCare
NHS
TRUST

Our ref

Your ref

Date 28/2/01

Ext

Dear hesky

Attached is confirmation from the micro-filmers re future micr filming of charts etc. Have discussed with Barbara Hall who tells me that this won't cover notes from Elderly Medicine as they are sent by PHT.

She is continuing to pursue this with PHT.

Hope this is OK.

Code A

FAREHAM AND GOSPORT DIVISIONAL OFFICE

'The Potteries'

St. Christopher's Hospital, Wickham Road, Fareham, Hants, PO16 7JD

Tel:

Code A