

Viv Sykes - Admin Manager

From: Fiona Cameron - General Manager
Sent: 12 December 2001 10:36
To: Viv Sykes - Admin Manager
Subject: RE: CHI

Thanks.

FIONA

-----Original Message-----

From: Viv Sykes - Admin Manager
Sent: 12 December 2001 10:20
To: Fiona Cameron - General Manager
Subject: RE: CHI

Fiona, the people on back of letter as list of contacts are:

Jan Peach
 Eileen Thomas
 Betty Woodland
 Patrick Carroll
 Caroline Harrington
 and yourself

Regards, Viv

-----Original Message-----

From: Fiona Cameron - General Manager
Sent: 12 December 2001 10:17
To: Viv Sykes - Admin Manager
Cc: Janet Peach - Service Manager
Subject: RE: CHI

Dr Banks is based at GWMH so letter can go there. Jo Odell is at Petersfield Hospital. Not exactly sure who the people are on the list but if you tell me I will make sure that they are aware. I haven't had a response from CHI in relation to the last question but will chase.

Suggest that the letters are not printed today as I believe Jan has some concerns re night duty staff and the need to re schedule their interviews in order to enable them to do their nights.
 Many thanks.

FIONA

-----Original Message-----

From: Viv Sykes - Admin Manager
Sent: 12 December 2001 09:26
To: Fiona Cameron - General Manager
Subject: CHI

Caroline has asked me to contact you regarding the following information required prior to the letters being 'printed' today:-

- Address for Dr Vicki Banks, Visiting Consultant
- Address for Jo O'Dell, Practice Development Facilitator
- Confirmation as to whether the people listed on the back of the letter are aware they may get a 'phone call after the letters have been sent
- Will CHI need to see Jan Peach and/or Toni Scammell

Look forward to your reply

*Regards,
 Viv Sykes*