

**Other Document Form**

Number

T378

Title EMAIL DSUPT WILLIAMS WITH ACTION REVIEW 24/1/2006

(Include source and any document number if relevant)

Receivers instructions urgent action Yes / No \_\_\_\_\_

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

Receiver	
<b>Code A</b>	
O/M	SIO
Indexer	

**Law, Dick**

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**From:** Williams, David M  
**Sent:** 13 February 2006 19:33  
**To:** Code A  
**Cc:** Code A  
 Code A  
**Subject:** RE: Action review 24/1/06

**Code A**

Reminder..

When I return from leave Tuesday 28th February can we please conduct a full action review of all outstanding actions..

All.. If you think you have actions that are not taking us anywhere or you are incapable of progressing please liaise with Code A or Dave GROCOTT with a view to getting them referred..

Thanks.DW.

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**From:** Code A  
**Sent:** 26 January 2006 09:43  
**To:** Williams, David M; Niven, Nigel  
**Cc:** Code A  
**Subject:** Action review 24/1/06

Situation to date as follows:-

2092 Raised  
 1215 Resulted  
 357 Referred  
 146 Pended (All the 3A's and Cunningham and Dr Reid)  
 53 For Allocation mainly for I/V Dr Barton and old ones that had been pended but have come back into play  
 321 Allocated

**Code A**

26 Lake, Packman and Drug manufacturer's

**Code A**

33 Lake, Spurgin, and Packman.

**Code A**

17 Misc and Packman

**Code A**

25 Packman and Lake

**Code A**

25 Misc (Death certificates) Lake and Wilson

**Code A**

58 Practise manager and PHT

**Code A**

42 Packman, Spurgin and Wilson

**Code A**

74 I/V's Dr Barton

**Code A**

17 Spurgin Dr's Woods and West which he has completed in draft form awaiting signature only

With regard to last two cases

Packman

3 statements from healthcare professionals completed. Approximately 18 to do.

Spurgin

8 Statements taken, approximately 13 to do

Code A