

GENERAL ADMINISTRATION 7.0

Commissioner Letters -- 7.13

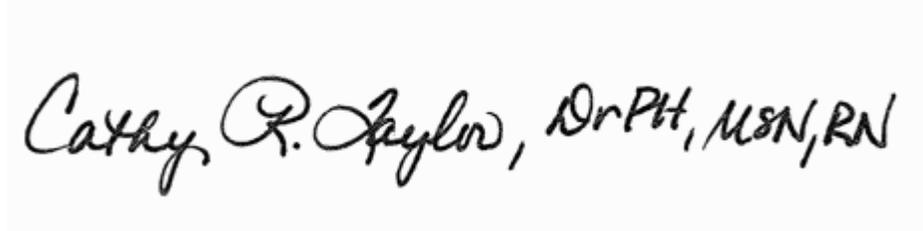
Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All letters for the Commissioner's signature must be prepared within the allocated timeframe and submitted to the Bureau of Health Services designee for approval.

APPLICABILITY

This policy applies to Central Office personnel.

PURPOSE

To ensure timely, consistent and accurate responses to requests from the Commissioner's Office.

PROCEDURE

Requests for a Commissioner letter will be processed through the Office of the Director of the Bureau of Health Services to the appropriate Central Office staff. A response should be written immediately.

The Bureau Office will maintain a log of such letters to ensure a timely response. The response letter must be received and approved by the Bureau Director designee and returned to the Commissioner's Office within seven (7) working days, unless otherwise noted.

Employees who are requested to write a Commissioner letter should submit the final letter (hardcopy and disk) typed on Commissioner's gold seal letterhead, any necessary attachments, addressed envelopes for every person receiving a copy of the final letter, and the original letter being answered to the Office of the Director of the Bureau of Health Services for approval.

Upon review and approval by the Bureau Director designee, the response letter will be forwarded to the Commissioner's Office. A copy of the final signed letter will be forwarded to Central Office staff who prepared the letter.

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305