



DIVISION OF PUBLIC HEALTH

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EXAMPLE LETTER

January 10, 2007

Name  
CEO  
Name of Hospital  
Trauma, WI 50000

Dear Mr. / Ms. CEO,

We are pleased to confirm the date, \_\_\_\_\_ for your trauma care facility classification visit.

Attached you will find the *Pre-Review Questionnaire* and agenda. The questionnaire is designed to give the site review team members an overview of your trauma program and to serve as a guide for the review process. You will need to have Microsoft Word in order to complete the questionnaire electronically online. The criteria used to determine your trauma care facility classification is available on-line at <http://dhfs.wisconsin.gov/ems>. Email the completed document to [peckme@dhfs.state.wi.us](mailto:peckme@dhfs.state.wi.us); instructions are at the top of the questionnaire. After submitting the completed Pre-Review Questionnaire please **email** the job descriptions for the Trauma Medical Director and Trauma Coordinator and the criteria for your facility's trauma team activation to Marianne Peck at: [peckme@dhfs.state.wi.us](mailto:peckme@dhfs.state.wi.us)

John Doe, MD, Trauma Surgeon at Memorial Medical Center in (City name) and Jane Doe, RN, Trauma Program Manager at Holy Family in (city name) will perform the site review. Marianne Peck RN, State Trauma Care System Coordinator will also attend. If you have any concerns regarding the selection of the site review team members, please let Marianne Peck know by \_\_\_\_\_.

The site review team requests your Trauma Coordinator be available for the entire visit. In addition, the Trauma Medical Director and an Administrator should be present during the opening remarks and the exit interview. Please have data available as requested on the Pre-Review Questionnaire for the previous twelve months prior to receiving this letter.

The site review visit will be at no cost to your organization. We look forward to meeting and working together with you to improve trauma prevention and care in Wisconsin. Please direct any questions to Marianne Peck at 608-266-0601 or [peckme@dhfs.state.wi.us](mailto:peckme@dhfs.state.wi.us)

Sincerely,

Marianne Peck RN, MSN  
Trauma Care System Coordinator  
Bureau of Local Health Support and EMS  
Division of Public Health

Cc: Trauma Coordinator (electronically)

**Wisconsin.gov**