



**North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section**

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Request for E-Mail Addresses

TO: All Adult Care Home and Family Care Home Providers
FROM: Barbara Ryan
DATE: June 4, 2009
RE: Request for E-Mail Addresses

As you know, more and more agencies are moving toward electronic communication. It's faster, more efficient, and saves a lot of paper!

Our agency is working toward this goal. Currently, at each exit conference we are asking providers if they prefer to receive their Statement of Deficiencies report via e-mail and are obtaining e-mail addresses of the licensee and facility. However for now, we simply need accurate contact information and e-mail addresses from you. Even if you think we already have your e-mail address, please e-mail the following information to the person specified below:

Send an email to Paulette Brock at Paulette.Brock@ncmail.net.

Information to include in the e-mail:

- Name of Facility
- License Number
- Name of Licensee (as it appears on your license)
- Licensee's E-mail Address
- Facility's Business E-Mail Address (if different than the licensee's e-mail address)

We appreciate your cooperation as we strive to provide the highest level of customer service.

Thank you!

