

# Correspondence Documents Instruction Sheet

This folder has all needed correspondence related documents. Below are steps to help guide you on documents provided.

## 1. Blank Official Letterhead

- This document should be used for official correspondence from the Health Department.
- Examples of use: letter of recommendation, letter to patient, business or other community organization, etc.
- Do not remove side bar that contains Health Department logo, address, Health Commissioner and Board of Health Members, equal opportunity statement and website.

## 2. Fax Cover Sheet

- This should be attached as the first page of your fax.
- Fill in applicable blanks.
- XXXX need to be changed to your **fax** extension.
- YYYY need to be changed to your **phone** extension.
- Do not change font or color.
- Do not remove side bar that contains Health Department logo, address, Health Commissioner and Board of Health Members, equal opportunity statement and website.

## 3. Participation & Release Consent Form

- This form should be filled out and signed by those who agree to participate and be photographed, granting TLCHD rights to any publication associated to the identified subjects.
  - If saving this document as a PDF, go to **File->Save As**. **Do Not** use the "Save as PDF Option" as it distorts the template's edges.

## 4. Website Changes Microsoft Word or PDF

- This document should be used to request changes on Health Department's website.
- Examples of use: new employee contact information, new program information, adding document links to webpage.
- Fill in applicable blanks.
- Submit completed form to Shannon Lands in room 363 or email to [landss@co.lucas.oh.us](mailto:landss@co.lucas.oh.us)

## 5. Media Liaison Policy

- All employees need to review **Media Liaison Policy** to be prepared if ever contacted by media.

