PHONE RECORD

Person Contacted: Angie **Phone #:**

From: MPMA

Date: 9/29/12 **Time:** 4 pm

Subject: Izaty's Inspection

Summary of Communication:

Discussed the timeliness of SIR Records.

Angie indicated that they expect faculties to get the records to them by the 10th of the next month. The report should then be no later than the 20th of the month.

Angie was able to provide me the dates data was submitted from Izaty's for the last 5 months.

April 2012 – Data was submitted on May 24th (14 days late)
May 2012 – Data was submitted on June 22nd (12 days late)
June 2012 – Data was submitted on August 6th (25 days late)
July 2012 – Data was submitted on September 6th (25 days late)
August 2012 – Data was submitted on September 7th (on time)

Comments:

Information Copies To: