Public Health
HEALTH AND HUMAN SERVICES

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Director, Division of Public Health

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MEMORANDUM

To: LHD Laboratory Managers
From: Patty Atwood, NCSLPH Laboratory Improvement Coordinator
Date: December 5, 2016
Re: 2017 Workshop Cancellation and Fee Reimbursement Policy

The Laboratory Improvement Unit at the North Carolina State Laboratory of Public Health (NCSLPH) is committed to providing comprehensive and relevant training to laboratory personnel in local health departments and other healthcare facilities. Throughout the year, technical workshops are available on a variety of clinical and environmental topics. To provide the maximum training and assistance to attendees, there may be a limit to the number of students accepted per workshop. In order to allow those on a waiting list the opportunity to attend a workshop, it is important that cancellations are received in a timely manner.

Please review this policy for fee reimbursement and workshop cancellations. The following applies to all Lab Improvement workshops:

- To attend a workshop, the fee must be paid in full and received by Laboratory Improvement **at least one week** prior to the date of the workshop. This includes workshop vouchers. Participants will not be allowed to wait and bring payment with them on the day of the workshop and will be notified if payment (or voucher) has not been received by the deadline. If there are issues with your accounting office meeting the fee deadline, please notify Laboratory Improvement by calling 919-733-7186.

- Notifications of cancellations must also be received **at least one week** prior to the workshop date. Fees will not be reimbursed for cancellations after the one-week deadline. We do understand that emergencies can arise, and exceptions for cancellations may be granted only after communication between the LHD Lab Manager and Laboratory Improvement Coordinator.

Please consult the workshop schedule located on the NCSLPH website at http://slph.ncpublichealth.com/ so that you and your staff will have ample time to

register and work with your accounting office to make sure fees are paid by the deadlines. We look forward to providing you with quality educational opportunities. Please feel free to contact me with any questions at patricia.atwood@dhhs.nc.gov or 919-807-8896.

Cc: Regional LI Consultants: April Hill, Tracey Shives, Karen Wall, Linda Cleve
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