Sample Hospital   **04/01/2017**
123 Anywhere Street
State of, OR 12345

Dear Registrar,

On 04/01/2017 a Trauma Registry Data Validation was done on the data that was entered into the Oregon Trauma Registry under your user name and credentials.

The following errors were discovered during the data validation process….

Trauma Band #	Missing Data	Invalid Data	Data Element #	Data Element Name

Please correct the missing or invalid data within the next 30 days. **After 30 days** the above records will again go through the data validation process.

If you have questions, please contact me ASAP at.

P: 1 (971) 673-0527
F: 1 (971) 673-0990
Email: nathan.jarrett@state.or.us

Thank you,

Nathan C. Jarrett
EMS and Trauma Data Administrator
State of Oregon
800 NE Oregon St., Suite 730
Portland, OR 97232