

**PORTLAND HOSPITAL SERVICE CORP.**

18440 N.E. Portal Way - Portland, OR 97230

Phone: (503) 328-1300 - Fax: (503) 328-1331

**Lost & Found
Fax Transmittal Form**

To:	Tue Lee– Lost & Found	From:	
Company:	Portland Hospital Service Corp.	Email:	
Fax:	503.328.1331	Fax:	
Phone:	503.328.1300	Phone:	
Re:		# of Pages	

Please fill out the information below ***as completely as possible***, adding a second page if necessary to thoroughly describe item(s) lost. Once received, there will be an active search for item(s) for a two-week period. If the item(s) is found, it will be returned to the facility's Linen Department, or special arrangements can be made with the owner. If it has not been found within two weeks, the form will be faxed to facility's Linen Department with the appropriate statement on search status checked below.

Date Loss Reported: _____ **2 Week Search Ends:** _____**Facility:** _____ **Unit/Floor:** _____**Description of Item(s) Lost** (be specific, include size, color, brand, pattern/design, etc.): _____

Date Lost: _____ **Contact Person:** _____**Contact Phone:** _____**Owner's Name:** _____**PHSC use
only**☒ **Status of PHSC Search**☐ Item ***found*** and returned to Linen Department on: _____☐ Item ***not found***. Facility notified via fax on: _____**Hospital Linen Department Fax Numbers**

Legacy Emanuel	503.419.4580	Kaiser Regional Clinics	503.571.2665
Legacy Mt. Hood	503.661.9186	Providence Portland	503.215.6914
Legacy Good Samaritan	503.413.6138	Providence St. Vincent	503.216.5436
Legacy Meridian	503.692.7780	Providence Newberg	503.537.1800
Legacy Salmon Creek	360.487.3559	Providence Milwaukie	503.513.8467
Kaiser Sunnyside	503.571.4998	Shriners	503.221.3498