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|-----------------|---------------------------------|-------------------|--|
| To: | La Toya Jones - 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 | <input checked="" type="checkbox"/> Status of PHSC Search |
| | <input type="checkbox"/> Item found and returned to Linen Department on: _____ |
| | <input type="checkbox"/> 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 |