LETTER FOR MISDIRECTED FAX

FACSIMILE COVER LETTER

UT Health Science Center
Department/Specialty: ______________________
7703 Floyd Curl Drive
San Antonio, TX  78229-3900
Telephone Number: _____________________
Facsimile Number: ______________________

Date: _________________   Time: _____________   # of Pages (including cover sheet): _____________

Recipient Information (Recipient at Fax Number)
To: ______________________________________________________________________________

Sender Information (Name of Sender)
From: ______________________________________________________________________________
Telephone: ________________________________  Fax: _____________________________________
Name of UT Health Science Center Personnel Sending Fax: (Please Print: ________________________)

Comments: We believe that information on one of our patients was transmitted to you in error. This
confidential information, belonging to the UT Health Science Center, is legally privileged.
Please take the necessary steps to destroy/shred these documents immediately. In
the event you need to contact me, my contact information is above. Thank you for your
prompt attention in this matter.

Confidentiality Notice: Confidential Health Information Enclosed

The information in this fax is confidential and may contain information protected by law. This fax is intended to be reviewed
only by the individual or organization named above. If you are not the intended recipient, you are hereby notified that any review,
dissemination, or copying of this fax and its attachments is prohibited. If you have received this fax in error, please immediately
notify the sender at the number listed above and arrange for the return or destruction of these documents.

Important Warning: This message is intended for the use of the person or entity to which it is addressed and may contain
information that is privileged and confidential, the disclosure of which is governed by applicable law.