



Health Care Outpatient Services
111 Main Street
Pensacola, FL 32500

University of West Florida
Department of Nursing, Bldg. 37
Attn: BSN Selection Committee
11000 University PKWY
Pensacola, FL 32514

Dear Selection Committee,

This letter is to serve as verification that Jane Doe has been a volunteer 75 hours at our agency between April 10, 2015 and November 1, 2015.

While volunteering at our facility, she has been able to help comfort waiting family members while their loved ones were in outpatient surgery. She has also shadowed the patient check-in process learning about the many policies and procedures that must be followed to maintain the patients HIPAA rights, and to how to maintain accurate records.

We have enjoyed having Ms. Doe complete her volunteer hours at our facility and I feel she has the making for a bright career in healthcare.

Respectfully,

Jamie James
Outpatient Records Manager