



memo

To:	Customers, Employees & Visitors	From:	Patricia Hui-Ng, Director of Quality Assurance & Regulatory Affairs
Date:	Thursday, July 17, 2008	Cc:	
Re:	Public Information Interview		

The Joint Commission on Accreditation of Healthcare Organizations will conduct an accreditation survey of Spectra this year.

The purpose of the survey will be to evaluate the organization's compliance with nationally established Joint Commission standards. The survey results will be used to determine whether, and the conditions under which, accreditation should be awarded the organization.

Joint Commission standards deal with organizational quality-of-care issues and the safety of the environment in which care is provided. Anyone believing that he or she has pertinent and valid information about such matters may request a public information interview with the Joint Commission's field representatives at the time of the survey. Information presented at the interview will be carefully evaluated for relevance to the accreditation process. Requests for a public information interview must be made in writing and should be sent to the Joint Commission. The request must also indicate the nature of the information to be provided at the interview. Such requests should be addressed to:

**Division of Accreditation Operations
Account Representative
Joint Commission on Accreditation of Healthcare Organizations
One Renaissance Boulevard
Oakbrook Terrace, IL 60181**

The Joint Commission will acknowledge such requests in writing or by telephone and will inform the organization of the request for any interview. The organization will, in turn, notify the interviewee of the date, time, and place of the meeting.

It is important to note that there will be no negative repercussions to those persons requesting such an interview. This organization is complying with Joint Commission policy as a prerequisite for participation in the accreditation process, and is interested in identifying any areas for potential improvement of quality-of-care and safety of the environment in which such care is provided.

Sincerely,
Patricia Hui-Ng
Director of Quality Assurance and Regulatory Affairs
Spectra Laboratories, Inc.
(408) 526-3200, ext 3503