



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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September 12, 2006

INFORMATIONAL CIRCULAR NO. 6189

To: All Department/Section Heads
From: Hospital Administrator/CEO
Subject: **Legal Services Request (LSR)**

Effective immediately, please be informed that all requests for legal opinions, reviews, including, but not limited to, Memorandum of Understandings or Agreements, employment or service contracts and agreements, must be routed and processed through the administration office by way of Cathy McCollum and/or Bobbie Calvo, and shall be assigned an LSR number.

All legal requests MUST be submitted in writing and have prior approval by the Hospital Administrator. Furthermore, verbal and telephonic requests will not be entertained, nor legal requests without the LSR number.

Your cooperation and compliance on this matter will be greatly appreciated and please be guided accordingly.

Peter John D. Camacho, MPH

Cc: Attorney General of Guam
GMH Legal Counsel
GMH Board of Trustees
GMH Executive Management Council
GMH Medical Executive Council
GMH Volunteers Association
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