

## E-Mail COMMUNICATION OPTIONS

Important Note: Our database supports one e-mail address for option 1 and one e-mail address for options 2 – 4. Either e-mail address can be selected for option 5. Information on how to set up an e-mail Inbox to auto-forward our e-mail messages to additional staff is available here - [http://www.slh.wisc.edu/outreach/images/pt/wslhpt\\_reports\\_distribution\\_how-to.pdf](http://www.slh.wisc.edu/outreach/images/pt/wslhpt_reports_distribution_how-to.pdf) or please contact our customer service staff (800-462-5261).

Place a checkmark by the option(s) below. If e-mail communication is unreliable or not desired, this page can be omitted.

\_\_\_ **Option #1:** PT Shipment Notifications

Notification that a shipment is en route after PT packages have been released to couriers will be sent to the e-mail address listed for the “ship samples to” e-mail listed on page 1.

\_\_\_ **Option #2:** Due Date Notifications

Several days prior to the date results are due, customers whose data has not been checked into our system receive a deadline reminder. These notifications will be sent to the e-mail address listed for the “send reports to” contact on page 1.

\_\_\_ **Option #3:** Report Release Notifications

Customers receive e-mail notification when new reports have been released and are available online by using your WSLH PT portal account ([http://www.slh.wisc.edu/outreach/images/pt/wslhpt\\_portal\\_acctrequest.doc](http://www.slh.wisc.edu/outreach/images/pt/wslhpt_portal_acctrequest.doc)). These notifications will be sent to the e-mail address listed for the “send reports to” contact on page 1.

\_\_\_ **Option #4:** PT Reports sent via e-mail attachment.

PT reports containing scored data/statistics/event notes are sent as PDF attachments delivered at the time of release. “E-reports” arrive up to one week sooner than the paper copy. Please note that some customers may need to have their IT staff adjust their mailbox size and/or firewall/SPAM filters to receive this service.

Important Note: WSLH PT will continue to send paper reports until advised by accreditation bodies that electronic recordkeeping is an acceptable alternative.

\_\_\_ **Option #5:** General correspondence

Delivery of customer surveys and information regarding new services added mid-year will be delivered via e-mail. WSLH PT understands the value of our customers’ time and will limit this type of correspondence.

Please indicate which e-mail address should be used for general correspondence: \_\_\_ “Ship to” or \_\_\_ "Reports to".

**Please fax this form to 608-265-1111 or e-mail to [ptservice@mail.slh.wisc.edu](mailto:ptservice@mail.slh.wisc.edu).**