

M E M O R A N D U M

TO: [Name], ORTHOPEDIC CLINIC CUSTODIAN OF
X-RAYS, TTUHSC AT EL PASO

FROM: WILLIAM WEBSTER, ASSOCIATE GENERAL COUNSEL, TTUHSC

RE: Patient Name
DOB:

**NOTICE OF LIABILITY CLAIM
SECURE RADIOGRAPHIC STUDIES**

DATE:
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Please be advised that **Patient's Name** as referenced above has submitted a written notice of liability claim. The Office of General Counsel, Professional Liability Division, is investigating this claim.

This memorandum is written to you as a request **not to purge nor destroy any x-ray studies regarding Patient's Name, patient while this case is still pending.**

I will advise you when the matter is completed. If you have any questions, feel free to contact my office at 915-215-4436.

William Webster
Associate General Counsel
Texas Tech University System
Office of Vice Chancellor and General Counsel
Professional Liability Division

Cc: Susan Butkiewicz, RN, BSN, Prof. Liability Risk Management, Texas Tech Univ. H.S.C.