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SEP 21 2022

Hoopa Valley Tribal Council
Insurance and Risk Management

71 Willow St. ~ PO Box 218 ~ Hoopa, CA 95546
Phone (530) 625-9200 ~ Fax (530) 625-4269



K'IMA:W MEDICAL CENTER

Date: September 12, 2022

To: ALL EMPLOYEES, Managers, Directors

From: Robert Salas, MPA – Director Insurance & Risk Management

RS

Re: Designated Days for: Background Applications & Fingerprint
Mondays, Wednesdays, and Fridays 1:00PM – 4:00PM Pacific

Effective immediately, Fingerprinting and Completed Background Applications will be received and serviced on Mondays, Wednesdays and/or Fridays from 1:00PM to 4:00PM Pacific Standard time.

You may retrieve a background packet from the front office at anytime or one may be printed for you upon request if supplies ran out; however, fingerprinting and completed background applications will be processed simultaneously between the hours of 1PM – 4:00PM Pacific Time on Mondays, Wednesdays, and Fridays. Please plan in advance.

Thank you in advance for cooperating.