

MEMO

____ Office Visit ☒ Telephone ____ Meeting ____ Other

TO FILE

FROM Dawn Lenon

DATE 10-24-2023

RE Payment received but missing claims for claim #'s 97-7376, 97-9750 & 96-16767

On October 23rd we received a check in the amount of \$211 from Mr. Wesley Walraven. He was in our office on October 5th working with Chace on 3 claims. He discovered he had forgotten his checkbook, so Chace sent him home with his claims and told him to mail them back to us with the payment. We only received the payment and not the claims. I called Mr. Walraven on Oct. 24th to let him know we needed the claims returned to us. He informed me he was on his way to Georgia for a month and didn't have the claims with him. He asked if we could re-print them and I said yes. So I am mailing the claims to the address he provided in Georgia for his signature and he will return them to us.