

Elanor L. Nelson

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TO: John Hagans, Director of Marketing
Carolina Home Medical, Inc.
FROM: Elanor Nelson, Office Manager
RE: Upcoming Meeting on 2/17/05
DATE: February 12, 2005

John,

I have scheduled a meeting with you for next Thursday and before we get together I thought it might be helpful for me to communicate what I want us to cover. I have been working here at Carolina Home Medical for two years now and I believe that I could improve my effectiveness in this job if I went back to school and obtained a Master's degree in Healthcare Administration.

Over the past two years we have seen significant growth in our business. With the opening of the satellite branch in Winterville our total business has grown by a third. As you know, we will be transitioning to a new paperless patient filing system at the end of the year and I believe that if I were to take a database class this semester I could help the programmers better understand how we want and need information to be reported. Additionally, several of our suppliers are offering a discount to companies using their online purchasing system, but at the moment these systems are way over my head and we are unable to take advantage of the offer. There is a distance learning class that covers electronic purchasing systems offered over the Internet through the Decision Sciences department at ECU that I would be willing to take in the evenings on my own time. I am suggesting that I start with these two classes which will have an immediate impact on my work here. However, currently I am unable to afford to pay for these classes myself and would hope that you would consider this worthwhile staff development and pay for them.

You will recall at my last evaluation we agreed that you would provide some staff development for me this year and I think this is a great way to initiate the training. I look forward to discussing this with you in more depth when we meet.

Elanor