

# HARLOW OCCUPATIONAL HEALTH SERVICE LIMITED Contacts as at August 2022

CONTACT	TITLE	RESPONSIBILITIES
Sandra Wright 01279 780222	Chief Executive Officer	New business and clients enquiries – administrative only. <a href="mailto:sandra@hohs.org">sandra@hohs.org</a> Accounts and invoicing enquiries.
Maria Armstrong-Jones 01279 780226	Occupational Health Manager	Professional medical enquiries and new business enquiries in absence of Chief Executive Officer. <a href="mailto:maria@hohs.org">maria@hohs.org</a> and <a href="mailto:enquiries@hohs.org">enquiries@hohs.org</a> Works Monday – Friday.
Sharon Free 01279 422377 Ext: 205	Occupational Health Clinical Manager	Professional medical enquiries and complaints. Works Tuesday – Thursday. <a href="mailto:sharonfree@hohs.org">sharonfree@hohs.org</a> Enquiries including: vaccines (UK work related only), medical queries and appointments for OHA's.
Drs Challen, Rah & Wilkins	Occupational Health Physicians	Advice on professional matters or ongoing medical cases.
Occupational Health Advisors at Stephen Taylor House – 01279 780225		Enquiries including: vaccines (UK work related only), medical queries and appointments with OHA's.
Claire Hill	Medical Secretary 01279 780221	Clinic appointments and queries relating to clinics/GP/hospital notes: Executive Health Screening appointments: <a href="mailto:claire@hohs.org">claire@hohs.org</a> Monday, Tuesday & Friday
Jane Watkins	Medical Secretary 01279 780220	Clinic appointments and queries relating to clinics / GP / hospital notes. <a href="mailto:janevatkins@hohs.org">janevatkins@hohs.org</a> Works Monday – Thursday.
Jo-Ann Bailey	Operations Co-ordinator 01279 780228	Booking of OHA appointments. <a href="mailto:joann@hohs.org">joann@hohs.org</a> Works Monday – Thursday.
Sue Cooper	Training Administrator 01279 780224	Training requirements / booking of courses: Works Tuesday & Thursday. <a href="mailto:sue@hohs.org">sue@hohs.org</a>