

**Reference Number:** FOI202526/103  
**From:** Private Individual  
**Date:** 05 June 2025  
**Subject:** Contact details for legal correspondence

Q1 Whether your organisation has one or more specific teams, departments, or named individuals responsible for receiving formal legal correspondence from third parties.

A1 [Legal correspondence \(regarding clinical/non-clinical claims\) can be sent to Sarah.Disbury@lhch.nhs.uk or Helenmartin.risk@lhch.nhs.uk](mailto:Sarah.Disbury@lhch.nhs.uk)

Q2 The relevant postal address(es), email address(es), and telephone number(s) that such correspondence should be directed to. If responsibility differs by type of issue (e.g. contractual, procurement-related, legal) or by region, please provide the details for each as applicable.

If this information is already published, please confirm where it can be found.

A2 [Clinical and non-clinical claims should be addressed as per A1.](#)  
[Or via post Liverpool Heart and Chest Hospital, Legal Claims, Thomas Drive, Liverpool, L14 3PE](#)

[Contractual/Procurement should be sent to Procurement team. Procurement services are provided by Health Procurement Liverpool, a shared procurement service across four specialist organisations in Liverpool, which is led by The Walton Centre. Please contact them directly via \[wcftr.healthprocurementliverpool@nhs.net\]\(mailto:wcftr.healthprocurementliverpool@nhs.net\)](#)

[Information not held – Many staff in this area now adopt an agile approach to working meaning they do not have a set workspace with direct telephone contact. Staff use email as their main method of correspondence or may be contacted via the hospital switchboard.](#)