



**Mersey Care**  
NHS Foundation Trust

Community and Mental Health Services



## **Willis House**

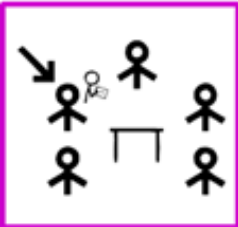
Specialist Learning Disabilities Team  
for Adults in St Helens and Knowsley

[merseycare.nhs.uk](http://merseycare.nhs.uk)

# Administration Team



Receptionists



Secretaries



Medical secretaries

## The team:



Takes phone calls



Says 'Hello' when you arrive



Send appointment letters out to you



Answers question you may have about you're appointment

Writes to your doctor about you following your clinic appointment

*Acknowledgements to The Makaton charity 2007([www.makaton.org](http://www.makaton.org)).  
To review June 2022.*