



Institution: Institute of Child Health
Legal form: Legal Entity under Private Law
VAT No: 090073098
Address: Thivon 1 & Papadiamantopoulou,
Athens, 11527
Tel.: 00302107715791
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Email: administration@ich.gr
Information: Ms. Kalliopi Tassopoulou

Date: 19/05/2025
Prot. No: ... 495.

To
Ms. Angeliki-Eirini Charou

CERTIFICATE OF EMPLOYMENT

In response to the relevant request with protocol number ... 494 19/05/2025 and as shown by our service records, this is to certify that Ms. Angeliki-Eirini Charou (father's name: Marios, VAT number EL148164914, Social Security Member Registration Number: 7938405) works as an administrative assistant at the Institute of Child Health (a Legal Entity under Private Law) and, more precisely, at the Department of Newborn Screening under a Fixed-Term Private Law contract (from 01/06/2021 to date). The exact employment status is outlined below:

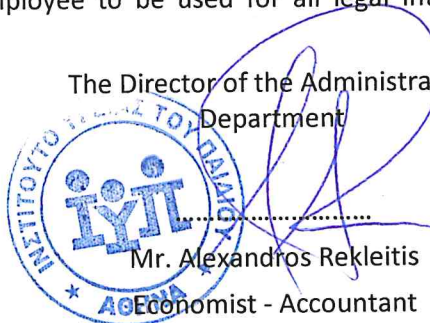
From	To	Contract	Daily working time	Hours per week
01/06/2021	31/12/2023	Fixed-Term Private Law contract	4 hours, 5 days a week	20
01/01/2024	today	Fixed-Term Private Law contract	8 hours, 5 days a week	40

Her tasks –amongst others– comprise:

- 1) Entering Guthrie card data into the Institute of Child Health's (ICH) information system. Transcribing data from hard copy (manuscripts) to digital files and a database system.
- 2) Handling, recording and filing of Guthrie cards sent by maternity hospitals to the Institute of Child Health (ICH).
- 3) Producing print lists for test samples that need to be repeated.
- 4) Managing relevant software for generating and sending letters and Guthrie cards for newborns needing re-examination with a new sample.
- 5) Archiving patient files of the Newborn Screening Department, scanning documents and printing files.
- 6) Handling incoming and outgoing correspondence and preparing response letters to parents in the context of implementing the National Newborn Screening Programme.

This certificate is issued upon request of the employee to be used for all legal intents and purposes.

The Director of the Administrative
Department


Mr. Alexandros Rekleitis
Economist - Accountant