

CORE- Mailroom Outgoing Mail

Purpose:

Outgoing mail is mail collected internally (twice daily unless otherwise specified) from individual Business Units within the main Iowa Medicaid Enterprise (IME) building and IME suites. The Courier routes Outgoing Mail to the Grimes Building Mailroom for mailing.

Identification of Roles:

Courier and Data Entry/Invoice Technician (DE/IT) – prepare items for outgoing mail

Operations Coordinator, Operations Team Lead, and Operations Manager – operate as required for the mail functions; implement process changes as needed

Performance Standards:

None

Path of Business Procedure:

Step 1: Gather envelopes during the Internal Courier route

- a. The envelopes from the Integrated Claims Recovery Unit (ICRU) need to be kept separate from all other envelopes

Step 2: Prepare envelopes for mailing

- a. Sort envelopes by size
- b. Face envelopes in the same direction
- c. Seal any envelopes that are not #10 envelopes
- d. Ensure that the flaps of the envelopes are down for the #10 envelopes

Step 3: Parcel Mail and Certified Mail

- a. Each Business Unit within the IME is responsible for mailing out their own parcel packages
- b. Each Business Unit within the IME must fill out his or her own Certified Mail card.

Step 4: Certified Mail and Non-parcel Mail are delivered to the Grimes Building Mailroom for postage.

Forms/Reports:

None

Mailroom Procedures Manual

Ying Liu



Mailroom Procedures Manual:

Decoding **Mailroom Procedures Manual**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Mailroom Procedures Manual**," a mesmerizing literary creation penned by a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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