

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

G Psacharopoulos



Mailroom Procedures Manual:

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Communications-electronics Operations Chief United States. Department of the Army, 1980 **Follow-up Performance Audit of the Child Support Statewide Collections and Disbursement Unit** Pennsylvania. General Assembly. Legislative Budget and Finance Committee, 2001 *Mail Security: Incidents at DoD Mail Facilities Exposed Problems That Require Further Action* , *Bulletin of the United States Bureau of Labor Statistics* , 1973 *Mastering the Five Tiers of Audit Competency* Ann Butera, 2016-04-27 Risk based operational audits and performance audits require a broad array of competencies This book provides auditors and risk professionals with the understanding required to improve results during risk based audits *Mastering the Five Tiers of Audit Competency The Essence of Effective Auditing* is an anthology of powerful risk based auditing pra **Managing the Mail** United States. National Archives and Records Service. Office of Records Management, 1971 **Wisconsin Public Service Commission, Fy 1979-80** , 1981 *The 1984 Guide to the Evaluation of Educational Experiences in the Armed Services* , 1984 **1998 Proceedings: Eighty-Ninth Annual Convention of Rotary International** ,

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