

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

David Baud



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Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 1979
Monthly Catalogue, United States Public Documents , 1995 Iowa Highway Safety Policies and Procedures Manual Iowa. Highway Safety Program Division, 1972 Monthly Catalog of United States Government Publications United States. Superintendent of Documents, 1995 Mail Security: Incidents at DoD Mail Facilities Exposed Problems That Require Further Action , **Wisconsin Public Service Commission, Fy 1979-80** , 1981 **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 *Follow-up Performance Audit of the Child Support Statewide Collections and Disbursement Unit* Pennsylvania. General Assembly. Legislative Budget and Finance Committee, 2001 *Independent Auditor's Guide to Operational Auditing* Dale L. Flesher, Stewart Siewert, 1982 **Staff Manual Guide Transmittal No. ...** United States. Food and Drug Administration, 1992-03 The 1984 Guide to the Evaluation of Educational Experiences in the Armed Services , 1984 **The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services: Coast Guard, Marine Corps, Navy, Dept. of Defense** American Council on Education, 1980 *Wisconsin Elementary and Secondary School Accounting System Handbook* , 1981

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