

HACKETTSTOWN REGIONAL MEDICAL CENTER

Administrative Policy & Procedure

Mail Service

=====

Effective Date: June 1993	Policy No: MM02
Cross Referenced:	Origin: Materials Management
Reviewed Date: 1/99, 2/02, 8/04, 11/07, 1/10, 04/12	Authority: Manager, Materials Management
Revised Date: 4/12	Page: 1 of 1

PURPOSE:

To provide the service for distribution and processing of inter-organizational and US Postal Service mail.

POLICY:

Mail picked up at the Post Office will be available for pick up by departments in the Mail Room by 12:00 PM. Outgoing mail will be processed, prepared and delivered to the Post Office daily.

The Courier departs HRMC between 10:00 A.M. and 12:00 P.M.

PROCEDURE:

- A. Interoffice and Postal Service mail is sorted and placed in each Department's mailbox daily and is available for pick up by 12:00 P.M.
- B. All outgoing postal service mail must be delivered to the Mailroom and must have proper documentation attached prior to delivery.
- C. All interoffice mail shall be placed in the receiving department's mailboxes by the mailing department.
- D. Mailroom personnel shall affix proper postage to all HRMC outgoing mail. Overstuffed envelopes, which will not fit through the mail machine, will be returned to the mailing department for the proper sized envelopes.
- E. Special situations must be coordinated with Materials Management.