

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		510.2
Subject Title	Adopted	Last Revised	Reviewed
<b>Mail</b>	2/12/24	NEW	NEW

### **PROCEDURE**

#### **Application**

This procedure shall apply to the employees of The Right Door for Hope, Recovery and Wellness.

#### 1. Procedure Objective

The objective of a mail procedure is to ensure that mail is processed in an efficient and effective manner. It is required that two persons are in attendance when mail is being opened.

#### 2. Mail Requiring Signature Upon Arrival

- 2.1. Clerical staff can sign incoming mail as an agent of the agency. This includes subpoenas and certified mail.
- 2.2. Incoming certified mail can be opened by agency leadership, medical records staff as well as clerical staff.
- 2.3. The person that the subpoena or certified mail is addressed to as well as their supervisor must be alerted as soon as possible.
- 2.4. Outgoing certified mail is time sensitive. Once the appropriate postage is added, the letter must be sent the same day as it is dated for.

#### 3. Other Mail

- 3.1. Mail marked as private or confidential must not be opened. Only the front of the envelope shall be date stamped.
- 3.2. All other mail shall be opened, date stamped and sorted to the appropriate person. Mail for those based out of a satellite office should be placed in a locked mailbag and delivered.
- 3.3. All incoming mail must be stamped immediately upon opening with the "For Deposit Only" stamp in the endorsement area.
  - 3.3.1. Each check will be logged onto a cash log sheet, noting the current date, name of the issuer, name of the payee, check number, dollar amount that is written on the check and initials of the person recording it. A second clerical person will review the checks and log and initial the log for each one.

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3.3.2. Cash logs and money shall be delivered to the HR Assistant or ATP specialist. If they are unavailable, the logs and money shall be placed in a locking bag and locked in the file drawer until the following morning.

Kerry Possehn, Chief Executive Officer	Date		