

MEDICARE PART "A"

ADMINISTERED BY

BLUE CROSS OF FLORIDA, INC.



MEMO

FILING INSTRUCTIONS _____

TO: Distribution A,B,D,E,F, and G AT: DATE: August 4, 1972
FROM: Bill Peaks AT: Government Programs Coordinator
SUBJECT: Mail to our Puerto Rican Service Office

Considerable difficulty has been experienced in getting mail to and from our Puerto Rico office on a timely basis and we have decided to begin using a new express delivery system offered by the Post Office which promises next day service. The service will start Monday, August 7, 1972.

In order to use this service, all mail going to our Puerto Rico office must be in the Riverside Mailroom no later than 3:00 p.m. daily. Please enclose all such mail in an inter-office envelope and address it to the Puerto Rican Service Office, San Juan, P.R.

If you have any questions, please contact either myself or Frazier Sinclair.

WGP/lc

P.S. If you miss the deadline of 3:00, you are requested to hold your mail until the following day rather than attempting to send it independently through the regular mail. Even a day's delay in using the express system will be faster than the 3 day regular delivery service.

If you have occasion to send mail to places other than our office in Puerto Rico, please use the regular mail.