

P. O. BOX 2711 / JACKSONVILLE, FLORIDA 32203

**MEDICARE PART "A"**  
ADMINISTERED BY  
**BLUE CROSS OF FLORIDA, INC.**



INTER OFFICE  
**MEMORANDUM**

TO: Anice Steed AT: Accounting - 9 South DATE: 4/5/74  
FROM: Barbara Davis AT: Medicare A - 7 South  
SUBJECT: Puerto Rico Claims Checks

Beginning 04-05-74 all Puerto Rico claims checks will be picked up from Accounting by the Medicare A Claims Department.

Please call Jeanne Helton at extension 6618 as soon as the checks are ready. In the event Jeanne is not available, Rosetta Rucker will be the contact person. The Claims Department will be responsible for getting these checks into the Security Box and forwarding to Frazier Sinclair in the Mail Room.

Claims Department will keep records as to date and time received and released as well as check numbers.

cc: Clara Rose  
Frazier Sinclair  
Veronica Wright  
Jeanne Helton  
Glenna Good  
Kerry Day  
Ed Linck