



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Frazier Sinclair

AT: Mail Operations

DATE 03-25-75

FROM: Buddy Gazaleh

AT: Mail Operations

SUBJECT: Error List

Below is the list of errors and approximate postage savings that you asked me to start documenting at the first (1st) of the year.

DATE RECEIVED	TYPE OF WORK	SENDER DEPT.	TYPE OF ERROR	APPROX. POSTAGE SAVED
01-07-75	Champus EOB's	Q. Control	Duplicate Copies	\$471.20
01-10-75	Federal Supp. Forms	Q. Control	Blank Copies	\$50.00
01-14-75	Champus EOB's	Q. Control	Printed on Wrong Paper	\$250.00
01-28-75	Champus EOB's	Q. Control	Printed on Wrong Paper	\$250.00
02-07-75	Address Inserts for C.C. Mailing	Q. Control	Bursted & Cut Wrong	\$500.00 to \$700.00
02-28-75	Med. 34 A's	Med. A M. Shepard	Sent to Mail in Error	\$300.00
03-20-75	Federal Supp. Forms	Q. Control	Blank Copies	\$20.00

The list does not show the money saved due to envelopes, paper, machine time, and computer time not being used to reproduce and re-run certain jobs.

After every error discovery the sender department was notified and told of the error.

I am proud to say that all the errors were discovered due to the knowledge and experience of our Insert Machine Operators and Section Leader.

Sincerely,

Buddy

BG/ph