



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Frazier Sinclair

AT: Mail Operations

DATE 6/25/75

FROM: Dwight Wilson *DW*

AT: Budget & Forecast

SUBJECT:

In order to maintain an accurate allocation system for cost center 902, it will be necessary for Budget and Forecast to receive a monthly volume analysis of all outgoing mail. A copy of your May '75 report is attached to clarify some points of concern.

All items underlined are chargeable to a specific line of business. Check requisitions for postage should also isolate these items to the appropriate line of business.

Items not underlined do not relate to a specific line of business. These will be allocated to all relevant lines of business by Budget and Forecast using your component designations, (i.e. B S Checks, Blue Cross Hospital Checks, etc), as a basis of allocation. On check requisitions for postage, these "indirect" items should be designated as General Mail.

Consistency as to the preparation of allocation factors and the coding of check requisitions for postage is very important. Budget and Forecast must assume, (unless notified otherwise), that all items isolated directly to one line of business on the mail volume report will also be charged as such on check requisitions. Likewise, the various categories of "indirect" mail as listed on the mail volume report should be designated as General Mail on check requisitions.

On May's report meter #1 was designated as having direct Campus and Puerto Rico mail as well as general mail. If possible, this direct line of business mail count should be isolated. Again, this designation is to correspond with the breakdown on check requisitions.

Please note that in future Postage and Express account budget preparations an individual budget should be prepared for each directly charged line of business. When actual charges to specific lines of business are made, then the budget should also be prepared in this manner. Please keep this in mind so that appropriate records can be maintained to implement this procedure in all future budgets.

Thank you for your cooperation in this matter. If you have any questions, please contact me.

DW/sg

cc: Dudley Mendheim
Anice Steed

Attachments

TO: Cost Accounting AT: 11th. floor
 FROM: Mail Room Supervisor AT: 1st. floor
 SUBJECT: Monthly Outgoing Mail Volume Analysis for the month of May 75

I. MEDICARE RELATED MAIL

A. 1. Medicare A 38,115
 2. Medicare B 574,439

B. Meter

Part A Medicare Hosp. Cks 4,292 Gen. Mail 41,464 = 45,756

Part B Medicare 84,144

3 FCIA Meter 7,121

3 *Champus + Puerto Rico only* B/C Meter No. 1 78,681 CHAMPUS Puerto Rico B/C B/S

B/C Meter No. 2 96,509 B/C B/S Mail generally

II. OTHER MAIL

A. Inserted

3 1. Blue Shield checks 116,478
 3 2. Blue Copies 38,115
 3. Champus Cks 15,619 Form Letters 27,354 = 42,973

4. Title XIX 9,418

3 5. Blue Cross Hospital Checks 5,242

3 6. Blue Cross Subscriber check 17,742

7. Direct Payment Notices 147,814

8. Other

B/S Orig. & Carbon Claim letters 37,287

B/C Refund checks 2,000

Medicare Notes *Med B* 12,344

9. Total Enrollment Mail

10. Special Mailings

reinstatement Notices 1,407

Workshop, Broward, Palm Beach 2,466

Now Is The Time (Sub. Ser) 5,750

Master Medical Kits 19,500

Blue Shield Notes 11,130