



Blue Cross
Blue Shield
of Florida

INTER OFFICE MEMO

TO: WILLIAM M. BREHART AT: DBC DATE 12/1/83

FROM: Pam McCalman AT: Corporate Communications

SUBJECT: NEW APPOINTMENTS

Revised procedures for publication of promotions/appointments have recently been established. In the future, beginning January 1, 1984, all appropriate announcements will be posted on the Employee Information Center bulletin boards. Procedures are as follows:

- o Corporate Communications will obtain monthly printouts from HRIC listing promotions/appointments.
- o A photo session will be scheduled to obtain necessary pictures for the announcement. A memo will be sent out notifying the individual when and where the pictures will be taken.
- o After the picture is taken, a form will be filled out that will ask for background and pertinent personal information.
- o The form and picture will then be processed for monthly posting on the bulletin board along with other new appointments/promotions for that month.

Please do not hesitate to call me should you have any questions. My extension is X-8075 and I am located on 4T.

Thank you.

PGM