

# Senior Mail Processor Supplemental Guidelines

**Effective November 1, 2007**

In addition to the existing class specifications, the purpose of these guidelines is to provide further guidance and examples of distinct responsibilities for determining classification into the Senior Mail Processor level for positions assigned to UCDHS-Mail Services.

In the course of sorting, metering and delivering the mail and freight, incumbents may also be assigned or required to:

- Have a working knowledge of the Health Insurance Portability and Accountability Act (HIPAA) rules and regulations that govern health care information and patient privacy. Consequently, they must ensure that correspondence is sealed prior to it leaving clinics and departments, as well as auditing mail prior to applying postage (i.e., metering) in order to ensure that generic nondescript return addresses are used for sensitive test results.
- Have a working knowledge of the Department of Transportation's Title 49-Code of Federal Regulations (49CFR) that governs the transportation of commodities within the United States including the transportation of certain commodities (i.e., Class 6 Hazardous Materials that are infectious to humans and or animals).
- Be certified to ship Class 9 Hazardous Materials. This entails a working knowledge of the International Air Transportation Association regulations that govern the transportation of hazardous materials by air.
- Process Business Reply Mail, and mail with postage due, which entails reading postal reports, determining postage rates and charging departments via an electronic DaFIS feed.
- Open and examine First Class Mail to determine its destination, when appropriate (i.e. time sensitive surgery referrals and medical authorizations).
- Ensure a real-time, sensitive sort and delivery of physician's mail beyond a department and sub-department sort.
- Audit and update the master list of names (i.e., staff, faculty, & physicians) used for complex mail sorting schemes.