


GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL

APPROVED BY:  Joseph P. Verga, MS, FACHE Hospital Administrator/CEO	RESPONSIBILITY: Administration	EFFECTIVE DATE: May 1, 2014	POLICY NO. A-IM400	PAGE 1 of 2
TITLE: MAILBOXES				
LAST REVIEWED/REVISED: 05/2014				
ENDORSED: EMC 05/2014				

PURPOSE:

To outline policies pertaining to assignment and utilization of mailboxes for hospital departments located in the Administrative Offices and mailboxes for physicians located in Medical Records.

POLICY:

A. Hospital Departments

1. Mailboxes located in the Administrative Offices shall be assigned to hospital departments by the Hospital Administrator. These are divided and color-coded by divisions as follows:

a. Brown	Operations/Administrative Services
b. Green	Fiscal Service
c. Gray	Medical Services Office/Medical Director/Medical Staff
d. Red	Professional Support
e. Plum	Nursing
f. Blue	Hospital Administration/Executive Support
g. Pink	GMHA Volunteers Association
2. To ensure confidentiality of hospital communications, mailboxes will be locked at all times with one key assigned to the department and a duplicate to the Chief of Security.
3. Departments are required to collect mail daily.
4. Outgoing mail shall be deposited in the outgoing mailbox with the sending department identified in the upper left corner of the envelope.
5. Special mail requirements shall be clearly noted.
6. Hospital staff shall not use the hospital address for receiving personal mail.

B. Physicians

1. Physicians' mailboxes will be assigned to those members of the Guam Memorial Hospital Authority's (GMHA) active, courtesy, or temporary medical staff who practice and/or admit patients to GMHA on a regular basis. These will be located in the Medical Records Department.
2. In order to protect the privacy of both patients and physicians, mailboxes are to be used only for distribution of US government mail and hospital-originated business material.

3. First class mail for physicians who are no longer members of the medical staff shall be submitted to the Medical Staff Office for forwarding. Other classes of mail will be discarded.
 4. The Medical Records Department will inform the Medical Staff Office when a physician's mailbox is full. The Medical Staff Office will notify the physician to obtain his/her mail.
- C. All departments are discouraged from utilizing students or in-house volunteers for distribution of patient-related information.


RESCISSION(S):

Policy 6100-12 *Mailboxes*, GMHA Administrative Manual, Effective 07/01/1992, Last reviewed/revised 09/2009.

**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws Submitted by Department/Committee: Administration
- Rules & Regulations Policy No.: A-IM400
- Policies & Procedures Title: MAILBOXES

Reviewed/Endorsed	Date	Signature
	05/01/14	
Title	05/01/14	Joseph P. Werga, MS, FACHE Executive Management Committee, Chairperson
Reviewed/Endorsed	Date	Signature
Title		
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***Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**