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Interoffice Mail No Longer a Simple Matter

Interoffice mail may have been a straightforward matter when Asante was essentially a single hospital campus. But the organization now spans numerous locations in Medford, Grants Pass, Ashland and Talent, and the folks at Materials Management – which administers the interoffice mail program – want to make sure those memos from Point A are still making it to Point B.



Materials Management points out that an interoffice mail envelope should include the full proper name of the addressee (the “to” box). A first name by itself or initials may not do the trick. It should also include the full name of the addressee’s department and the entity for which the addressee works.

And the same goes for “sender” information: full name, department and entity should be included on all interoffice mail envelopes.

The Mail Center at Asante Rogue Regional Medical Center serves as a hub for incoming interoffice mail that needs to be sorted and forwarded to customers throughout Asante’s multiple entities and locations.

Interoffice mail that is not properly addressed may need to be opened, or guesses as to where it should be delivered may be made. Either can delay the mail process and could result violations of HIPPA privacy rules.

Addressing interoffice mail envelopes fully and correctly will help prevent mistakes and potential privacy violations, according to Materials Management.

Asante News is published every Tuesday. Deadline for submission of articles is every Friday. Send via e-mail to asantenews@asante.org.

Question or suggestions: Call Communications and Marketing at (541) 789-3510 or extension 13510.