This month’s focus...Moving

PLANNING TO MOVE a VUMC department is a large undertaking, and mail may seem to be a trivial part of the process. However, good preparation for the mail transition can save you (and, to be honest, us!) much trouble and frustration once you are in your new quarters. (Special notes regarding moves to Vanderbilt Health at 100 Oaks are on the back page.)

Please notify the Post Office as early as possible; about four to six weeks before your move is preferable. We require that a department have at least 4 staff members and use a unique department name. A mail liaison should be appointed as your contact person with the Post Office. They could then complete the online address request form that can be found at: www.mc.vanderbilt.edu/copypost/ponewaddressorder.htm

The basics that we need to know are:
• your name
• your extension
• your e-mail
• department name
• current address and zip
• new location
• approximate move date
• whether the whole department is moving or only part
• whether there will be pneumatic tube service in the new location, and the station number if so

IS IT A MOVE, A SPLIT OR A NEW DEPARTMENT?
A new department, for postal purposes, is considered to be the same as a move. In case of a department splitting up, a

SO YOU HAVE YOUR NEW ADDRESS, NOW WHAT?

CAMPUS MAIL UPDATES THAT SHOULD BE MADE...
PeopleFinder: Each department has a “directory responsible person” who can update this directory
Procurement’s routing code database: Departmental routing codes (DRCs) are used for dispatching purchase orders and invoice correspondence to departments; contact Mary.Clissold@vanderbilt.edu to update
Financial and Personnel database: Documents are generated from the PeopleSoft system. Notify them of your new address by downloading an online form at: www.mc.vanderbilt.edu/copypost/fdownload.htm
Credit Union accounts: Account holders should notify the Credit Union by printing the change of address form found at www.vanderbiltcu.org and fax to them at 6-0464
Email Signatures: Sign off with your new address information
Stationery: Order new business cards, letterhead and envelopes. This may be done online at: http://printingservices.vanderbilt.edu/
Websites: Update your own and any where your address is listed
Emails: Announce your address via a mass email
Faxes: Send a broadcast fax with your new address to frequent contacts
Newsletters & Publications: Include a note about your new address in your own and your professional association’s publications

US MAIL UPDATES THAT SHOULD BE MADE...
If your US Mail will be delivered by another post office other than Station 17 in MCN (zip code 37232), it would be advisable to contact the Postmaster there to make sure you are on their delivery schedule. You can find your USPS zip+4 on www.usps.com.
CORRECTION: We regret that the following departments and their USPS zip codes were omitted in the last issue:

<table>
<thead>
<tr>
<th>Department</th>
<th>USPS Zip Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Ashe, Manager</td>
<td>3-2537</td>
</tr>
<tr>
<td>Rhonda Cook, Admin. Asst.</td>
<td>2-8761</td>
</tr>
<tr>
<td>Dan Sneed, Mail Clerk Lead</td>
<td>2-6831</td>
</tr>
<tr>
<td>Sorting Room/Packages/Patient Mail</td>
<td>2-8763</td>
</tr>
<tr>
<td>Window Service</td>
<td>2-2290</td>
</tr>
</tbody>
</table>

Vanderbilt Medical Center Building Street Zip Codes

<table>
<thead>
<tr>
<th>37232</th>
<th>37212</th>
<th>37203</th>
</tr>
</thead>
<tbody>
<tr>
<td>VUMC Station 17 (CAN use campus zip with US zip)</td>
<td>Acklen Station (CANNOT use campus zip with US zip)</td>
<td>Church St. Station (CANNOT use campus zip with US zip)</td>
</tr>
</tbody>
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Eskind Biomedical Library
Medical Arts
Crystal Terrace

(continued from front page)

new name will need to be assigned to the area moving. Exact department names cannot be duplicated. The Post Office will consult with you as needed in this case.

Mail is routed chiefly by address/zip, so that changes will not be completely effective until all senders have updated their files.

Once this information has been received and processed, the Post Office will schedule the mail liaison for a training class, during which you will receive your new address, including new zip code if required, and your initial supply of change-of-address items. If your building is one served by mailboxes, you will also be assigned a box and given either a key or a combination as appropriate. This phase should be finished by about four weeks before your move.

**News you can use**

More questions about moving???
You may find loads of information regarding moving at our website:
http://www.mc.vanderbilt.edu/copypost/hints.htm

Price Increase on Shipping Services

New flat rate prices effective January 18, 2009

<table>
<thead>
<tr>
<th>Flat Rate Envelopes and Boxes</th>
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</thead>
<tbody>
<tr>
<td>Priority Mail —</td>
<td></td>
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<tr>
<td>Envelope $4.95</td>
<td></td>
</tr>
<tr>
<td>Small box $4.95</td>
<td></td>
</tr>
<tr>
<td>Regular box $10.35</td>
<td></td>
</tr>
<tr>
<td>Large box $13.95</td>
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<tr>
<td>Large box (APO/FPO) $11.95</td>
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</tr>
</tbody>
</table>

Express Mail —
Envelope $17.50

The price change for mailing services will be announced in February, including stamp prices, with new prices effective in May 2009.

Occupancy of the One Hundred Oaks facility is currently projected to begin in the first quarter of 2009 and continue for several months. Full mail service there is planned for February 9.

On that date, the following procedures will begin: Station 17 will have a mailroom on-site, and VUMC personnel will deliver and pick up both US and campus mail from clinics and offices. Stamps will be sold by the cashier.

Campus mail will be provided by Station 17; all campus zips assigned there will have the format of 3xxx. In this building, like all other VUMC installations outside the main complex, there will be no relation between the US and campus zip codes.

The street address of the property, 719 Thompson Lane, will not change. US Mail is expected to be delivered to the One Hundred Oaks mailroom by the Melrose Station Post Office, which means that the US mail zip code will be 37204. Eventually we expect that room-based US zip+4 extensions will be assigned by the USPS, but that will take some time. Until then, if you need a full 9-digit zip, use the generic one that points to the building overall: 37204-3609.

Moving into this building should be much like other moves within VUMC except that we will accept and process requests for addresses there immediately, instead of waiting until 4-6 weeks before the department moves as usual. However, please be aware that the usual rule on giving this address out to correspondents will apply—do not give it to anyone until about a month or less before your move date.

**Price Increase on Shipping Services**

Station 17 Post Office
B-0106 MCN (2635)

Frank Ashe, Manager ................................frank.ashe@vanderbilt.edu ............ 3-2537
Rhonda Cook, Admin. Asst............rhonda.cook@vanderbilt.edu ............ 2-8761
Dan Sneed, Mail Clerk Lead........dan.sneed@vanderbilt.edu ............ 2-6831
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Window Service........................................2-2290

www.mc.vanderbilt.edu/copypost

Hours
8:30 am-4:00 pm . Monday-Friday
8:30 am-3:00 pm . Money Orders Sold (Cash Only)

We accept cash and checks with a valid driver's license.