

**UT Medicine Locations: Mail, Receiving, Courier Schedule**

*Note: The times listed below will be adhered to on a routine basis; however, times may vary due to unforeseen delays. Please contact HSC Mail Services at 567-5992 if you have any questions.*

*Note: All fee tickets and medical records should be prepared for transport securely using sealed envelopes, bags, or other appropriate means*

<b>Location</b>	<b>Packages/Orders</b>	<b>Mail (Inter-Office, USPS, Fedex, UPS), Fee Tickets, and Medical Records</b>	<b>Cash Management Transport</b>	
<b>ASB</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Mail Services and UTM Courier Daily: 8:30 a.m. & 2:00 p.m.	UTM Courier Daily: a.m. & p.m.	<i>Note: UTM Courier will sort and distribute mail at ASB a.m. and p.m.</i>
<b>Ashford Oaks</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Receiving Services Daily: 2:00 p.m.	UTM Courier Daily: p.m.	<i>Note: This stop will be discontinued in October 2009</i>
<b>CTRC</b>	Ship To CTRC 7979 Wurzbach Delivered by HSC Receiving personnel	HSC Mail Services Daily: 8:30 a.m., 1:00 p.m., and 4:00 p.m.	UTM Courier MWF: a.m.	<i>Note: Deliver all mail, fee tickets, etc. to CTRC Mail Rm U210 for pickup by HSC Mail Services. Place mail in tub on wire rack labeled UTHSCSA</i>
<b>DxPavilion</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	UTM Courier Daily: a.m.	UTM Courier Daily: a.m.	<i>Note: This stop will be discontinued after 9/14/09</i>
<b>Lions Low Vision</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Mail Services mail delivery to Dept of Ophthalmology	UTM Courier MWF: a.m.	
<b>MARC</b>	Ship To MARC 8300 Floyd Curl Delivered by HSC Receiving personnel	HSC Mail Services Daily: 10:00 a.m., 1:00 p.m., and 4:00 p.m.	UTM Courier Daily: p.m.	<i>Note: Deliver all mail, fee tickets, etc to MARC Administrative Office for HSC Mail Services pickup until further notice</i>
<b>Nix - Downtown</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Receiving Services Daily: a.m.	UTM Courier Wed: p.m.	
<b>Santa Rosa CHC - Downtown</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Receiving Services Daily: a.m.	UTM Courier MWF: p.m.	

### UT Medicine Locations: Mail, Receiving, Courier Schedule

*Note: The times listed below will be adhered to on a routine basis; however, times may vary due to unforeseen delays. Please contact HSC Mail Services at 567-5992 if you have any questions.*

*Note: All fee tickets and medical records should be prepared for transport securely using sealed envelopes, bags, or other appropriate means*

Location	Packages/Orders	Mail (Inter-Office, USPS, Fedex, UPS), Fee Tickets, and Medical Records	Cash Management Transport	
<b>Santa Rosa NW</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	UTM Courier MWF: a.m.	UTM Courier MWF: a.m.	
<b>St. Luke's</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by UTM Courier	UTM Courier TTH: a.m.	UTM Courier TTH: a.m.	
<b>TDI - Downtown</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Receiving Services Daily: a.m.	UTM Courier MWF: p.m.	
<b>University Hospital</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	UTM Courier Daily: a.m.	UTM Courier Daily: a.m.	
<b>University Plaza</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Mail Services Daily: 1:00 p.m.	UTM Courier TTH: a.m.	
<b>UTHSC Long Campus</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Mail Services Daily: 1:00 p.m.	UTM Courier Daily: a.m.	<i>Note: Courier route includes Dept of Pschiatry and Bursar for cash transport; Medical Dean's Ofc and HR for special delivery</i>
<b>University Health Center - Downtown</b>	Ship To HSC Receiving 7703 Floyd Curl Delivered by HSC Receiving	HSC Receiving Services Daily: a.m.	N/A	
<b>Westover Hills</b>	Ship To Westover Hills directly Notify HSC recv-admin@uthscsa.edu when received	UTM Courier TTH: p.m.	UTM Courier TTH: p.m.	<i>Note: Orders should be placed with Westover Hills as the delivery address. Westover Hills personnel should notify HSC Receiving as goods are received</i>