SOP Reference #: DP016

Operation/Task:	**PHI/SPII & Name Match**			Equipment:	**PC – BCC Mail Manager & GMC Inspire**
Owner:	DP Manager	**Date Created:**	10/07/14	**Department:**	Data Processing
		Revision History:	See last page		

ALERTS (see below): Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction describes how the process to handle PHI / SPII data and Name Match jobs

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		If ticket indicates that it is a PHI or SPII mailing, see if the DDS 2D barcode needs to be included on the piece(s). Also refer too SOP-QS001	Check in the Laser, Indigo and/or Inkjet activity sections for the DDS 2D barcode script being set to Yes	Not all clients want us to add this to the piece, so it needs to be requested via the ticket
2		If ticket indicates that it is a name match, see if the DDS 2D barcode needs to be included on the piece(s). Also refer too SOP-QS001	Check in the Laser, Indigo and/or Inkjet activity sections for the DDS 2D barcode script being set to Yes	Some name matches are done by the manual matching of sequence numbers instead of the 2D
		If the ticket does not indicate that a DDS 2D is to be present, at a minimum, the visual sequence number should be printed on the piece	Check with the CSR that a sequence number can be printed and add it to the inkjet/laser or indigo set-up	To enable visual or manual matching of mail pieces
3		If the DDS 2D is to be included on the pieces, the DDS field data needs to be added	For Inkjet, refer to the Data Transformer module called Inkprep in the inkjet master WFD template. For Laser and Indigo, the master WFD templates have a pre-built field containing the data needed. All templates are built to bring in the specific data fields that were previously created and assigned when importing your data in BCC using the GLS standard layout template.	Using these will create accurate barcodes and proper fields to be read by the DDS system on the lettershop floor.
4	☑	Check that the DDS 2D barcode represents the correct information when printed	Use the barcode scanner	To ensure accuracy

| 5 | ◆ | Protect the sensitive data provided with these types of jobs | • When transferring data between departments, utilize the secure ftp (J drive)
• When transporting material that has the name/address or other sensitive data printed on it, enclose within the job jacket facing inwards so it is not visible.
• When disposing of material that has the name/address or other sensitive data printed on it, place in the shred-right bins located throughout the building. | Required by our security policies to adhere to client requirements |
| Tbd | | FUTURE ENHANCEMENT: Supply a DDS data file to the DDS system | Create a ???data file and copy the DDS data file to the iData folder | This file is read and used by the DDS system to verify and validate all mail pieces are being scanned and matched |

Notes:

Definitions: DDS – Document Data Solutions

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Kathy Osterberg	10/7/14
Rev 2	Added Revision History table	Kathy Osterberg	8/1/16
Rev 3	Team Lead and manager review for relevancy. No updates made. Grammar updates, updated to current SOP format.	Kathy Osterberg	2/21