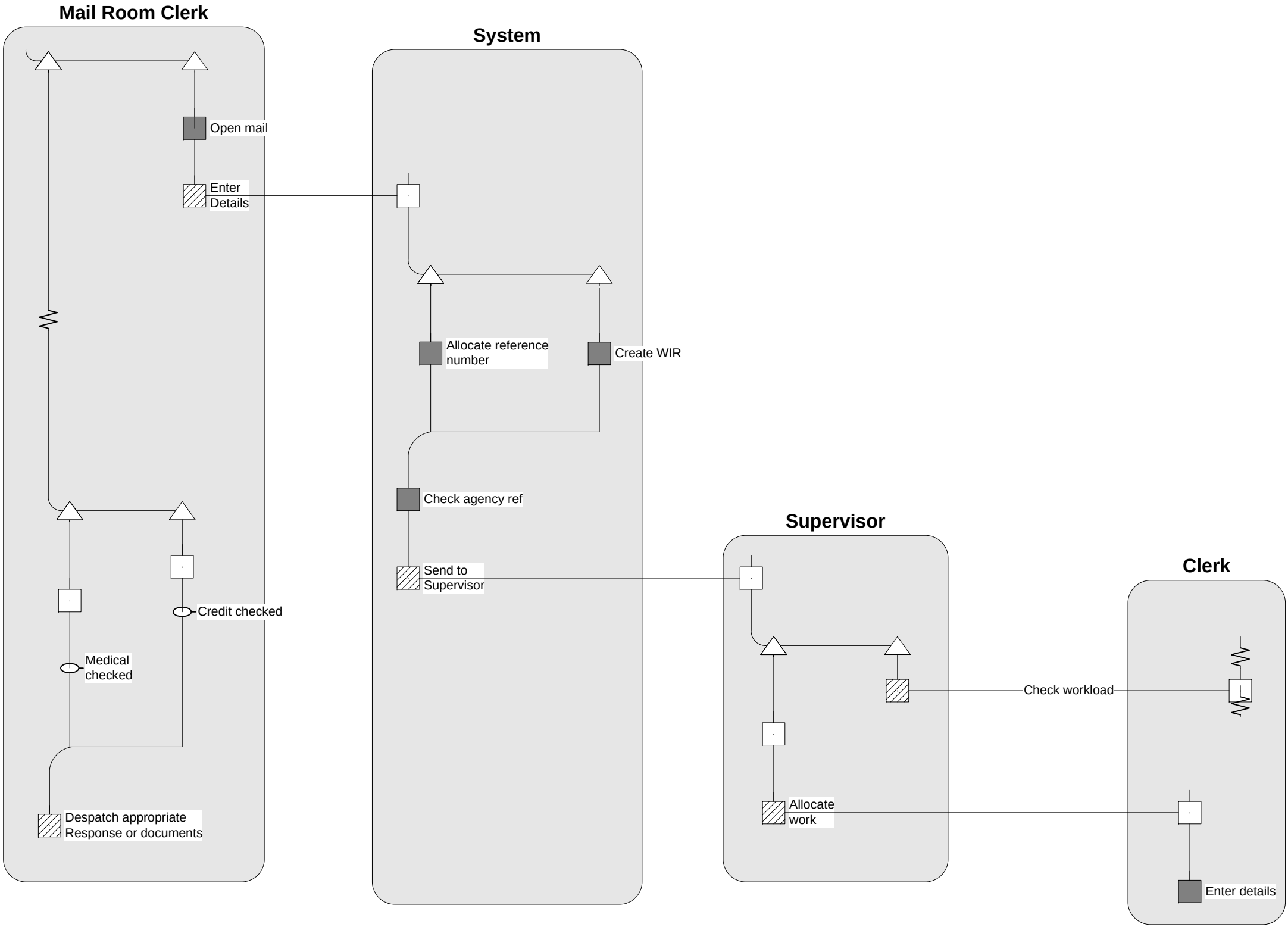
Mail Room Clerk
Open mail
Enter Details
Credit checked
Medical checked
Despatch appropriate Response or documents
System
Allocate reference number
Create WIR
Check agency ref
Send to Supervisor
Supervisor
Allocate work
Check workload
Clerk
Enter details