

UT Medicine Locations: Mail, Receiving, Courier Schedule

Note: Times listed will be adhered to on a routine basis; however, times may vary due to unforeseen delays. 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 & Medical Records | Cash Management Transport | Notes |
|--|---|--|-----------------------------------|---|
| ASB | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Mail Services & 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> |
| CTRC | Ship To CTRC 7979 Wurzbach Delivered by HSC Receiving personnel | HSC Mail Services Daily 8:30 a.m. / 1:00 p.m. / 4:00 p.m. | UTM Courier M/W/F: 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> |
| Lions Low Vision | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Mail Services Mail Delivery to Dept. of Ophthalmology | UTM Courier M/W/F: a.m. | |
| MARC | Ship To MARC - 8300 Floyd Curl Delivered by HSC Receiving personnel | HSC Mail Services Daily 10:00 a.m. / 1:00 p.m. / 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 pick-up until further notice.</i> |
| Nix - Downtown | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Receiving Services Daily: a.m. | UTM Courier Wed: p.m. | |
| Santa Rosa CHC - Downtown | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Receiving Services Daily: a.m. | UTM Courier M/W/F: p.m. | |
| Santa Rosa NW | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | UTM Courier MWF: a.m. | UTM Courier M/W/F: a.m. | |
| St. Luke's | Ship To HSC Receiving - 7703 Floyd Curl Delivered by UTM Courier | UTM Courier TTH: a.m. | UTM Courier T/TH: a.m. | |
| TDI - Downtown | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Receiving Services Daily: a.m. | UTM Courier M/W/F: p.m. | |
| University Hospital | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | UTM Courier Daily: a.m. | UTM Courier Daily: a.m. | |
| University Plaza | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Mail Services Daily: 1:00 p.m. | UTM Courier T/TH: a.m. | |
| UTHSC Long Campus | 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 Psychiatry and Bursar for cash transport; Medical Dean's Office and HR for special delivery.</i> |
| University Health Center-Downtown | Ship To HSC Receiving - 7703 Floyd Curl Delivered by HSC Receiving | HSC Receiving Services Daily: a.m. | N/A | |
| Westover Hills | Ship To Westover Hills directly Notify HSC recv-admin@uthscsa.edu when received | UTM Courier T/TH: p.m. | UTM Courier T/TH: p.m. | <i>Note: Orders are placed with Westover Hills as delivery address. Westover Hills personnel will notify HSC Receiving as goods are received.</i> |