MEMORANDUM

TO: NEW M.E.D.S. EMPLOYEE

FROM: DEBRA VACCARO

hrmailbox@bellsouth.net
office (904) 645-5066
fax (904) 646-5835

SUBJECT: NEW EMPLOYEE DOCUMENTS

Welcome to Monti Eligibility and Denial Solutions, Inc. You will find new employee forms following this memo. Please review and complete the Disclosure and Consent form and fax it back to me at (904) 646-5835 as soon as you can.

When you report to work, please complete the remaining forms and provide them to your manager along with a voided check copy to assist with the direct deposit set-up. Your manager will fax the forms to me and forward the originals to the corporate office.

Our policy manual will be available to you through our company web site once you have received your first pay stub.

Health benefits eligibility begins on the first of the month following 60 days' employment. Please complete the enclosed health benefit enrollment form prior to your eligibility date and return it to me, even if you are not electing coverage.

If you have any questions about the forms, please contact me. I look forward to working with you.