



Arizona Department of Economic Security
Arizona Health Care Cost Containment System

AZTECS ATTENTION Field on ADDR

11/02/2015

This NEWS FLASH is being issued to remind staff of the proper use of the ATTENTION field on ADDR in AZTECS. This is to avoid displaying confidential information in the mailing address and on the AZTECS notices.

The ATTENTION field on ADDR is the "care of" (C/O) field. It is used ONLY to key the name of a person, other than the participant, where the mail is being sent. It is **NOT** to be used to document case information.

There have been numerous AZTECS notices mailed with confidential information included as part of the address. Below are some examples of incorrect use of the ATTENTION field:

ATTENTION: REQ PASSWORD & REP ID

ATTENTION: ID THEFT/GET CODE: WEWE

Document case information on CADO or the eCEF. Do **NOT** document case information, including but not limited to confidential information, on ADDR.

For additional information on keying ATTENTION on ADDR, see FAA2.F07A (Index: Keying ADDR:attention).

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.
Please consider the environment before printing this broadcast.

(15-2300)