

MEDICAL CENTER BOX NUMBERS

Using Medical Center Box Numbers

All departments that are housed in Ambulatory Care, Lobby, Medical Center, School of Nursing, Strong Memorial Hospital, SMH external properties and area hospitals have been issued Box numbers for their internal mailing address.

External mailing address:

Name of Individual
 Department
 601 Elmwood Ave, Box number (from the list below)
 Rochester, NY 14642

Internal mailing address:

Name of Individual
 Department
 Box number (from the list below)

A - C

Accident Research	622
Accounting, Ste 260	ACCTS PAY
Administration Office - Hospital	612
Administration Office - Medical School	706
Admissions - M&D	601
Admissions - SMD Applications	601A
Admitting Office	602
Adolescent Medicine Clinic	690
AIDS Center/Clinic	689
Allergy-Immunology, Adult Clinic	695
Alumni Affairs, Medical Center	601
Ambulatory Care Service	680
Ambulatory Surgical Center	619-4
Amniocentesis Clinic	668
Anesthesiology, Dept	604
Associated Hospitals Program	RGH
Athletic Club, Medical Center	309
Audiology Speech Pathology - OPD	627
Autopsy	626
Bacteriology Lab	710
Barnes & Noble Bookstore, Medical Center	662
Beckman Instrument Service - Repair	709
Benefits	270453
Biochemistry/Biophysics, Dept	712
Biodefense Center	PO Box 278994
Biological Stain Commission (BSC)	626
Biomedical Engineering	PO Box 270168
Biomedical Genetics	633
Biomedical Learning, Ctr for	PO Box 270168
Biomedical Ultrasound	PO Box 270127
Biostatistics, Dept	630
Blood Bank & Transfusion	608
Boise/Office Max	686
Bone Marrow Transplant Program	610
Burn Clinic	619
Business Office (Pt Accts @ Corporate Woods)	684
Cancer Center	704
Cancer Biology, Center	633
Cardiac Catheterization Lab	679
Cardiac Catheterization Scheduling	679
Cardiology Unit	679
Cardiothoracic Surgery	SURG
Cardiovascular Research, Center	CCVR
CARE	668
Case Management/Continuity of Care	650
Cashiers Office	602
Center for Neurological Development and Disease	645
Central Supplies - CSR	615
Central Utilities & Energy Mgmt	640
Chaplains Office, Medical Center	304
Chase Manhattan Bank, Medical Center	701
Child Health Advisory Group - CHAG	777
Child Neurology	631

Child Study Center	777
Clinical Laboratory	608
Clinical Practice Evaluation	612
Clinical Research Center	MED
Clinical Trials Coordination	PO Box 278989
Clinton Crossings	HH
Community & Preventive Medicine	644
Compliance	520
Conference	677
Continuity of Care/Case Mgmt	650
Continuing Professional Education	677
Convulsive Disorder Center	631
COOR - STROKE Education	673
Copy & Graphics Center I, II	634
County of Monroe/DSS	111 Westfall Road
CURE	777
CVRI	211 Bailey Road
Cytopathology Unit	626

D - E

Dean of Students, Office	601
Dean - Medical Center	706
Dental Affairs - Dean, Eastman	683
Dental Clinic	705
Dental Research, Dept	611
Dermatology, Dept	697
Development, Medical Center	643
Developmental Disabilities	671
Diabetic Clinic Special Care	685
Diagnostic Clinic for Devel Dis - DCDD	671
Diagnostic Radiology	648
Dialysis Unit	619-13
Dietary	613
Dietetics	613
Digestive Disease & Endoscopy Unit	646
Directors Office	612
Director - Fiscal, Admin Services	612
Director - Patient Care Services	612
Ear Nose & Throat Clinic (ENT)	629
Eastman Dental Center (EDC)	683
Echocardiography	679
Emergency Department	655
Employee Assistance Program	See PO Box List
Employee Relations	636
Endocrine - Metabolism Unit	693
Engineering, Medical Center	623
Environmental Health Science Center	EHSC
Environmental Services	678
Equipment Center	615
Estrogen Lab	668
ESWL Unit, Kidney Stone Treatment	688
Ethics Consultation, SMH	676
Evoked Response	659
Eye Bank	314
Eye Clinic	659

F - H

Facilities & Services - Operations, Medical Center	623
Faculty Affairs - Deans Office	706
Family Medicine, Dept	HH
Family Practice Mgmt Services	706
Fetal Monitoring Lab - Fertility Specialists	685
Finance, Medical Center	706
Finance, River Campus	See PO Box List
Finger Lakes Donor Recovery Network	FLDRN
Fiscal Planning, Hospital	612
Fiscal Planning, Medical Center	706
Food & Nutrition Services	613
Foot Clinic	665
Forms Management - Standard Register	682
Friends of SMH - Volunteers	660
Future Health, Ctr for	CFH
Gastroenterology - Clinic	646
General Medicine & Geriatrics Unit	MED
General Neurology Unit	681
Genetics & Dysmorphology Clinic	777
Genetics	641
Gift Shop	660
Golisano Children's Hospital at Strong	777
Graduate Studies Program - Sr Assoc Dean	316A
Graphics	634
Gynecology, Dept	668
Hand Clinic	665
Health Affairs, VP & Vice Provost	706
Health Information Mgmt (Medical Records)	616
Health Physics, HPH	(HPH) 305
Heart Research Follow-up	653
Heart Station	MED
Helen Wood Hall - Administration	614
Hematology Lab - Specimen Receiving	608
Hematology Unit	610
Highland Hospital	HH
Hospital Stores	618
Housekeeping, Medical Center Schools	313
Human Genetics & Molecular Ped Dis, Ctr	703
Human Genetics R Insel	703
Human Resources	636
Human Subject Protection	628

I - L

ID Card Office, Medical Center	303
Imaging Sciences	648
Immunology & Rheumatology Unit	695
Infection Control	689
Infectious Disease	689
Information Desk	602
Information Systems - ISD	700
Internal Medicine Group - GMD	GMD
Interpreters - Sign Language	650
Interpreters - Spanish	650
Jordan Health Center	608
Journal of Neurology	PO Box 278988
Kidney Stone/Kidney Disease Treatment Ctr	688
Kornberg Medical Research Bldg	708
Lab Support Services	608
Labor Relations	636
Laboratories SMH - Blood Gas Respiratory	317
Laboratories SMH - Clinical Chemistry	608
Laboratories SMH - Clinical Lab	608
Laboratories SMH - EEG/EMG/ER	673
Laboratories SMH - EKG/ECG	679
Laboratories SMH - Electron Microscopy	626
Laboratories SMH - Health Dept	710
Laboratory Animal Medicine	674

Laundry	618
Legal Affairs/Risk Mgmt	308
Library - Patient	660
Library, Edward G Miner	LIBR
Lifeline - Poison Control	321
Linen Distribution	618
Lithotripter - Kidney Stone/Gallstone	688
Lung Biology Group	850

M - O

M&D - Assoc Deans Office	601
M&D - Assoc Deans Office Curriculum	601
M&D - Assoc Deans Office Financial Aid	601
M&D - Med Education Office	601
M&D - Med Educ Office, Educ Resources Ofc	709
M&D - Med Educ Office, MD/PhD Prog	601
Magnetic Resonance Imaging-MRI	694
Marketing, Medical Center	PO Box 278981
Materials Mgmt Services	618
Med - Psychiatry Liaison	PSYCH
Media Services, Medical Center	709
Medicine Clinic	696
Medical Education & Communication	677
Medical Engineering Lab	691
Medical Faculty Group	888
Medical Graphics	634
Medical Informatics	312
Medical Photography	637
Medical Records - Human Info Mgmt	616
Medical Staff Office	PO Box 278911
Medicine, Dept	MED
Menopause Center	685
MICA	PSYCH
Microbiology & Immunology, Dept	672
Microbiology Laboratories - Clinical	710
Minority Affairs	601
Monroe Community Hospital	MCH
Muscular Dystrophy	673
Neonatal Continuing Care Clinic	651
Nephrology Unit	675
Neurobiology & Anatomy, Dept	603
Neuroendocrinology	603
Neuroimmunology	605
Neurology, Dept	673
Neurology Billing	PO Box 278984
Neurology of the Mind	PO Box 278989
Neurology Research	PO Box 278986
Neurosurgery	670
Nuclear Medicine	620
Nursing Service	619
Nursing, School	SON
Nursing, School - Psych	302
Nutritional Support Service - Pediatrics	667
Obstetrics & Gynecology Clinic	685
Obstetrics & Gynecology, Dept	668
Obstetrics & Gynecology - Labor & Delivery	619
Occupational Medicine Program	654
Occupational Therapy	664
Office for Human Subject	628
Office of Educational Resources	709
Oncology Unit	704
Oncology - Cancer Center	704
Olson Medical Group	HH
Operating Room - Surgical Support	624
Ophthalmology Research	314
Ophthalmology, Dept & Clinic	659
Oral & Maxillofacial Surgery	705
Oral Biology	611
Organ Procurement Program	FLDRN
ORPA	See PO Box List
Orthopaedics, Dept & Clinic	665
Orthotic Lab	625

Osteoporosis Center	665
Otolaryngology, Surgery	629
Outpatient Dept - Administration	680
Outpatient Lab	608

Rochester Center for Brain Imaging	PO Box 278917
Rochester General Hospital	RGH
Rochester Regional Cancer Center	704

P - R

Page Services	602
Pain Treatment Center	604
Palliative Care	687
Parking & Transportation Services, MC	621
Park Ridge Hospital	STM
Pathology & Surgical Pathology	626
Patient Accounts @ Corporate Woods	684
Patient Discharge Area	602
Patient Information	602
Patient Relations	612
Patient Telephones	602
Payroll & Employee Records Center	PERC
Pediatric Clinic	632
Pediatric Group Billing	635
Pediatric - Cardiology & Neurology	631
Pediatric - Pulmonary	667
Pediatric Biomedical Research, Ctr for	703
Pediatric Resident	777R
Pediatric Sleep Medicine Services	PO Box 278976
Pediatrics, Dept	777
Perfusionist	624
Perinatal Center	668
Pharmacology & Physiology, Dept	711
Pharmacy	638
Phlebotomy	608
Photography Services, MC	637
Physical Plant, MC	623
Physical Therapy	664
Planning Committee, MC	706
Plastic Surgery	661
Podiatry Clinic	665
Poison Control - Lifeline	321
Post Office, Medical Center	POST OFC
Post-Anesthesia Care Unit - Recovery	604
Predoctoral Program & Ctr, - Primary Care	707
Preventive Medicine, Dept	644
Primary Care Billing Services	PO Box 278970
Primary Care Residency, Internal Medicine	RGH
Print Shop - OSER Press	306
Privacy Board	725
Psychiatry, Dept - Strong Behavioral Health	PSYCH
Public Affairs Office	643
Public Health Practice - Dye	324
Public Relations, MC	643
Pulmonary & Critical Care	692
Pulmonary Biology Group	850
Purchasing, 70 Goler House	PURCH

Radiation Oncology & Therapy	647
Radiologist UR Billing, St Agnes	PO Box 278992
Radiology, Dept (Imaging Sciences)	648
Radiology Associates	PO Box 278999
Radiology Billing	PO Box 278992
RAMP Clinic	HH 140
Reach	632
Real Estate	706
Receiving	618
Record Room - Psychiatry	PSYCH
Recovery Room	624
Registrar	601
Rehabilitation Medicine	664
Research Subject Review Board	315
Respiratory Care	317
Rheumatology/Immunology Clinic	695

S - T

Same Day Admission - Unit	619-4
Security/Crime Prevention	303
Senior VP & Vice Provost, Office	706
Serology	710
Services, Administration	612
Sewing Room	618
Shared Services Org	320
Shared Services Org - Medical Faculty Group	PO Box 278998
Sign Shop	623
Social Services - Case Management	650
Social Work - Case Management	650
Space & Strategic Planning	706
Special Services, Medical Center	621
Specialty Care Clinic	685
Specimen Receiving	608
Standard Register - Forms Management	682
Step	601
Sterile Supply	615
Strategic Planning	612
Strong Center for Developmental Disabilities	671
Strong Partners Health System	706
Strong Referral - Physicians	650
Strong Sleep Disorders Center	PO Box 278851
Strong Staffing	PO Box 278955
Strong Ties	PSYCH
Student Loan Office	601
Surgery, Dept	SURG
Surgical/Medical Clinic & Outpatient Dept	663
Technology Transfer Office	OTT
Telecommunications - NC	See PO Box Listing
Temp Services - Strong Staffing	TH 202
Tissue Typing Lab	SURG
Transgenic Mouse Facility	674
Transportation Center	618
Tube Station Hot Line	619
Tumor Registry	704

U - Z

UCAR	674
Ultrasound - OB-GYN	685
Unit Services, Mgmt	618
Unity Health System (PR/St Mary's)	ST MARY
University Health Service - UHS	PO Box 270617
University Medical Imaging - UMI	PO Box 278992
Urinalysis	608
Urology, Dept	656
Utilization Review	322
Vaccine Biology & Immunology, Center	609
Value Analysis Lab	618
Vascular Lab	663
Vascular Medicine	610
Vascular Studies - Surgery	652
Vice President, Sr & Vice Provost - Health Affairs	706
Virology Lab	710
Vital Signs	643
Vivarium	674
Volunteer Services	660
Weight Management Center	SON at HWH
Westfall - DSS	See County of Monroe
Women's Health Center	685
Wound Clinic	663

RIVER CAMPUS PO BOX NUMBERS

Using River Campus Box Numbers

This list includes departments housed on River Campus and some University Properties which have been issued River Campus (PO) box numbers for their mailing address. The department name is required along with the PO box number for mailing.

River Campus (PO) box numbers consist of six digits, all beginning with 27 (as in 14627) and will match ZIP + 4 extensions. If the zip plus four is 14627-0001, then the box number would be 270001.

External mailing address:

Name of Individual
 Department
 PO Box number (from the list below)
 Rochester, NY 14627

Internal mailing address:

Name of Individual
 Department
 PO Box number (from the list below)

A - C

Academic & Research, Rush Rhees (IT/AR)	270057
Academic & Research, Taylor Hall (IT/AR)	270196
Academic Media & Event Support	270181
Academic Support, College Ctr	270402
Accounts Payable	278958
Admissions, River Campus	270251
Advancement - Administration	278712
Advancement - Alumni Relations	278893
Advancement - Annual Fund	270441
Advancement - Capital and Special Projects	278839
Advancement - College	278701
Advancement - Communications	278841
Advancement - Corporate Relations	278922
Advancement - Donor Relations	278702
Advancement - Foundation Relations	278703
Advancement - George Eastman Society	270441
Advancement - Leadership Gifts	278704
Advancement - Major Gifts	278705
Advancement - Med Ctr-Annual Fund	278996
Advancement - Med Ctr-Childrens Hospital	278995
Advancement - OASIS	278961
Advancement - Parents' Fund	278706
Advancement - Planned Giving	278799
Advancement - Principal Gifts	278708
Advancement - Scheduling Office	278709
Advancement - Stewardship	278710
Advancement - University	270043
Advancement - University Leadership Initiatives	278723
Advancement - Volunteer Management & Boards	278711
Advancement - Warner School	270426
African & African - American Studies	270440
Alumni Relations & Development - Courier	270018
Alumni Relations & Development, River Campus	278993
American Sign Language Program	270098
Anthony Center for Women's Leadership	270435
Anthropology, College	270161
Applications & Architecture (IT/AA)	278966
Art & Art History, College	270456
Athletics & Recreation	270296
Audit Office	278931
Auxiliary Operations - Directors Office	270315
Auxiliary Operations - System Support	270319
Barnes & Noble Bookstore, River Campus	270280
Benefits	270453
Biology, College	270211
Biomedical Engineering	270168
Biomedical Ultrasound	270127
Board of Trustees	270031
Brain & Cognitive Sciences, College	270268
Brain Imaging, Rochester Ctr for	278917
Budgets & Planning	270026
Bursars Office, River Campus	270037
Career Center	270028
Chaplains Office, River Campus	270501

Chase Bank, River Campus	270054
Chemical Engineering, SEAS	270166
Chemistry, College	270216
Chief Information Officer, Vice Provost (University IT)	270020
Child Health Research, Ctr for	278881
Clinical/Social Psychology, College	270266
Clinical/Social Psych, Col-Comm Study, Ctr	278973
Cognitive Behavioral Neurology	278987
College Admin, College	270401
College Enrollment, College	270250
College Writing Program	270058
Communications	270033
Community and Preventive Medicine	278969
Community Service Network	270460
Computer Sales, River Campus (IT/CS)	270353
Computer Science, College	270226
Conference & Events Office	270041
Copy & Graphics Ctr III	270275
Craniofacial Diagnostic Imaging	278861
Customer Service Center - Dining Services	270319
Customer Service Center - Facilities & Svcs	278918
Cyclotron	270174

D - G

Dance Program	270051
Data Center, University (IT/DC)	278967
Datatap - Clinical Trials	278939
Dean of Students, Office	270443
Dining Services - Aramark	270330
Disaster Medicine & Emergency Preparedness, Ctr	278994
Earth & Environmental Sciences, College	270221
Economics, College	270156
Educational Programmes Abroad	270375
Electrical & Computer Engineering - CSB	270231
Electrical & Computer Engineering - Hopeman	270126
Electronic Imaging, Ctr	270194
Employee Assistance Program	278991
Endowment/Plant/Property Accounting	278959
Engineering/Applied Sciences, College	270076
English, College	270451
Entrepreneurship, Ctr	270360
Environmental Health & Safety	278878
Facilities & Services - Admin Support	270345
Facilities & Services - Central Utilities	278916
Facilities & Services - Construction, RC	270485
Facilities & Services - Customer Service Center	278918
Facilities & Services - Directors Office	270345
Facilities & Services - Energy Management	278918
Facilities & Services - Horticulture & Grounds	270500
Facilities & Services - Materials Management/Auto Shop	270485
Facilities & Services - Operations, RC	270345
Facilities & Services - Operations Res Life	270469
Facilities & Services - Planning/Project Mgmt, RC	270346
Facilities & Services - Planning/Project Mgmt, MC	278943
Facilities & Services - Support Operations	270345

Faculty Senate	270014
Film Studies	270071
Finance	278958
Finance-UR Finance Project	278964
Financial Aid, River Campus	270261
Financial Services	278894
Frederick Douglass Institute	270440
Gandhi, MK Institute for Non-Violence	270501
Gift Office - University Records	270032

H – K

Hazardous Waste Mgmt	270475
Higher Education Opportunity Pgm - HEOP	270444
History, College	270070
HRMS	270046
Human Resources - Associate Vice President	270013
Human Resources - Compensation	278956
Human Resources – Organizational Development & Staff Diversity	278949
Human Resources - Leave Administration	270025
Human Resources - River Campus	270027
Human Resources - Service Center	278955
ID Card Office, River Campus	270320
Immigration	270446
Instrument Machine Shop, River Campus Bldg 1090	270193
Intercessor	270039
Interfaith Chapel	270501
International Services	270446
Investment Office	270017

L – N

Laser Energetics Lab	278871
Learning Assistance Services	270359
Library, Carlson	270236
Library, Physics-Optics & Astronomy	270171
Library, Rush Rhees	270055
Linguistics, College	270096
Mail Services	270001
Marketing, Medical Center	278981
Mathematics, College	270138
McNair Program	270415
Mechanical Engineering, SEAS	270132
Meliora, The	270276
Minority Student Affairs, Office - OMSA	270445
Modern Languages & Cultures, College	270082
MSO Regional Administration - MSO Billing	278975
Music, College	270052
National Center for Deaf Health Research	278990
Naval Science, College - ROTC	270436
Networking & Communications (IT/NC)	278937
NROTC Colleges & Universities Assoc.	270041
Nuclear Structure Research Lab - NSRL	278876

O – R

OASIS Project	278961
OCPE Clinical Practice Evaluation – Quality Improvement	278941
Optical Imaging, Center for - COI	278872
Optics, Institute, SEAS	270186
Orientation Program	270404
Parking and Transportation Services, River Campus	270348
Philosophy, College	270078
Photoinduced Charge Transfer, Center	270219
Physics & Astronomy, College	270171
Political Science, College	270146
Post Office, River Campus	270002
President, Deputy To	270016
President's Office	270011
Property Management	278945
Prospect Research & Management	270032
Provost, Sr Associate	270035
Provost, Vice - CIO	270020

Provost Office	270021
Provost Office, Associate	270016
Publications	270044
Purchasing	278901
Registrar, River Campus	270038
Religion & Classics, College	270074
Research & Project Admin - ORPA	270140
Residential Life - Main Office	270468
Residential Life - Quad Residence Halls	270466
Residential Life - SBA/Southside Res Halls	270464
Residential Life - Towers/Hill Court Res Halls	270462
Rochester Center for Economic Research	270158
Rochester Fund	270441
Rochester International Friendship Council	270449
Rochester Management	278910

S – U

SBA Institute Gender & Women's Studies	270434
Security	278950
Security & Policy (IT/SP)	278965
Security-Quad Annex	270467
Simon Grad School, Bus Admin, Dewey - CGS	270100
Simon Grad School, Bus Admin, Schlegel	270107
Skalny Ctr for Polish & Central European Studies	270147
Social & Behavior Medicine	278971
Sociology	270370
Special Programs - Academic Support, Center	270358
Statistics Program, College	270136
Strong Staffing	278955
Student Activities - River Campus Events, Support	270281
Student Loan Office	270036
Study Abroad - Interdepartmental Programs	270376
Summer Theater - Todd Union	270053
Technology Transfer	270142
Telecommunications (IT/NC)	278937
Transportation	270338
Truth-N-Beauty Software	270195
University Advancement Services	270032
University Athletic Association (UAA)	278985
University Counsel	270040
University Counsel, Associate	270024
University Counseling Center	270356
University Dean of Graduate Studies	270015
University Health Service - UHS	270617
University Health Service - UHS Community Education	270472
University IT - Academic & Research	270196
University IT - Academic & Research, Rush Rhees	270057
University IT - Applications & Architecture	278966
University IT - Computer Sales	270353
University IT - Data Center, University	278967
University IT - Educational Technology, Taylor Hall	270056
University IT - Networking & Communications	278937
University IT - Security & Policy	278965
University IT - Tech Center	270057
University IT – UR Finance Project	278964
University IT - Vice Provost,CIO	270020
Urban Schools & Education, Institute	270430

V – Z

Vending Services	270337
Vice President, Sr - Admin & Finance, CFO	270023
Vice President, Sr - Communications	270033
Vice President, Sr - Institutional Resources	270012
Vice President, Sr & Chief Advancement Officer	270042
Vice President & General Counsel	270040
Vice President & General Secretary	270050
Visual Science, Center	270270
Wallis Institute, Political Economy	270158
Warner, M, Grad School, Ed & Human Dev	270425
Workers Compensation Office	270025

