



MIS INFO-LINE

SUBJECT: NEW PROCEDURES FOR REQUESTING THE DIRECTORY OF PROVIDERS

DIRECTED TO: All Providers

Beginning January, 2000, MIS will implement a new procedure for requesting the Department of Mental Health's *Directory of Providers*. To request directories, DMH staff may use the standard "Forms Request". Contract-operated staff should send a memo on letterhead stationery, including the number of directories requested, to the Department of Mental Health – Warehouse, 4th Floor, 550 S. Vermont St., Los Angeles, CA 90020. Memos may also be faxed to the warehouse at (213) 252-9740. For efficient delivery of these directories, please enclose all necessary information such as: provider name, current address, contact person and any other special handling information.

The Directory of Providers will be printed in February, June and October.

If you have any questions regarding the acquisition of Directory of Providers, please contact Sets Fukumoto at (213) 738-4836.