



*MIS*  
*INFO-LINE*

**SUBJECT: NEW PROCEDURES FOR REQUESTING DIRECTORY OF PROVIDERS**

**DIRECTED TO: All Providers**

The Department of Mental Health's, January, 2000, Directory of Providers are now available in the DMH - Warehouse.

Beginning January, 2000, MIS has implemented 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", requesting item number MH-550 (1/00). In the event, the item number is not on the request form, list the number on the bottom of the form. Contract-operated staff should send a memo on letterhead stationery, including the number of directories requested, to the Department of Mental Health - Warehouse, 4<sup>th</sup> Floor, 550 S. Vermont Avenue, Los Angeles, CA 90020. Memos may also be faxed to the warehouse at (213)252-9740. For efficient delivery of the directories, please enclose all necessary information such as: provider name, current address, contact person and any other special handling information.

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

