

**To:** BHS Providers

**From:** AnnLouise Conlow, BHS Senior MIS Manager

**Re:** Account Request Form (ARF) Training

The MIS Unit announces training for all those who complete ARFs regularly. This training will cover all sections of the new ARF so providers may complete them thoroughly and avoid returns.

The training will be held on Friday, May 20, 2016, from 1:30 – 4:00 pm in the La Jolla Room at the BHS Administration building, 3255 Camino Del Rio South. Carpooling is strongly encouraged as parking is limited.

Please email the MHMIS email, [MH\\_MIS\\_SystemAdmin.HHSA@sdcounty.ca.gov](mailto:MH_MIS_SystemAdmin.HHSA@sdcounty.ca.gov) by 5/13/16 to request attendance. The training is limited. Additional trainings will be offered as necessary.

Attached is the copy of the updated ARF and required forms. The updated ARF will be posted on the Optum website at <https://www.regonline.com/builder/site/tab1.aspx?EventID=1033841>. This new version of the ARF must be used for all requests beginning May 20, 2016. Older versions will be returned to the provider. In addition, all ARFs must be Typed. **No handwritten information, except signatures, will be accepted.**

A Tip sheet is also attached. Please use this as a guide to completing the ARFs. Program Manager: please share with those in your office who complete ARFs.

*For any questions, please call our MIS Help Desk at 619-584-5090.*