



**AMHD**  
ADULT MENTAL HEALTH DIVISION

# Provider Bulletin

*for the Adult Mental Health Division*

**October 17, 2012**

## **Notice of Office Move to New Physical Location**

**October 23, 2012 – October 25, 2012**

During the week of October 22, 2012 the Adult Mental Health Division (AMHD) staff will be working at our current Pearl City location (Uluakupu, 2385 Waimano Home Rd, Bldg 4), but will be in the process of moving to a new, different Pearl City location (Developmental Disabilities Services Branch, 2201 Waimano Home Rd, Hale F).

This process will involve the temporary disconnection of printers, Fax, computers and telephones. As a result you may experience some delays or difficulties in reaching AMHD staff via telephone, e-mails and Fax. This includes Fax copies of Utilization Management (UM) service authorizations. We will work to minimize disruption for as short a period as possible.

**The breakdown and moving process will begin the morning of Tuesday, October 23, 2012, and will continue through the afternoon of Thursday, October 25, 2012.**

During that time should you need to reach our UM staff for an emergency situation, please call the UM emergency back-up number at (808) 306-7149. If you have other urgent matters please contact Steve Balcom at (808) 306-8269 or Dawn Mendiola at (808) 630-8119.

Thank you for your patience and understanding while we make this move to a new location. We expect to be back to "business as usual" by Monday October 29, 2012.