

## SPECIAL CARE CENTER DIRECTORY UPDATE FAX COVER SHEET

**To:** Provider Services Unit  
Children's Medical Services Branch

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax:** 916-322-8798

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Total pages:** \_\_\_\_\_

\_\_\_\_\_  
Printed name of Medical Director

\_\_\_\_\_  
Signature of Medical Director

### DIRECTIONS FOR UPDATING SPECIAL CARE CENTER DIRECTORY LISTING

1. Find and print your SCC directory listing in the Special Care Center section of the CCS website ([www.dhcs.ca.gov/services/ccs](http://www.dhcs.ca.gov/services/ccs)).
2. Write the changes (**including** additions or removals of staff) directly on your SCC directory listing. Print clearly with dark ink. Use an additional sheet of paper if necessary.
3. If staff have been added to or removed from your SCC directory listing, supply their active Provider Number, discipline, and effective date(s) using the table below:

Name	Discipline	Provider Number	Action	Effective Date (mm/dd/yy)
			<input type="checkbox"/> Add <input type="checkbox"/> Remove	
			<input type="checkbox"/> Add <input type="checkbox"/> Remove	
			<input type="checkbox"/> Add <input type="checkbox"/> Remove	
			<input type="checkbox"/> Add <input type="checkbox"/> Remove	
			<input type="checkbox"/> Add <input type="checkbox"/> Remove	

4. Complete the top portion of this cover sheet. The Medical Director **must** sign this cover sheet.
5. Fax the completed cover sheet **and** your edited SCC directory listing to 916-322-8798.
6. Updates are made routinely. Changes are posted on the CCS website at the end of each workweek.

**CMS USE ONLY**

Received: \_\_\_\_\_

Entered in database: \_\_\_\_\_

Regional Office approval: \_\_\_\_\_

Sent to pending: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_