




Los Angeles County
DEPARTMENT OF MENTAL HEALTH

Janssen Sacro, Pharm.D.
Interim Pharmacy Services Chief
Pharmacy and Laboratory Services

July 19, 2018

TO: Directly Operated Clinics

FROM: Janssen Sacro, Pharm.D.
Interim Pharmacy Services Chief 

SUBJECT: **PROCEDURES FOR ACUITY SCHEDULING FOR PHARMACIES SERVICES**

This memo is being written to notify all directly operated clinics that ordering and pick-up of pharmaceuticals at DMH Pharmacy Services will now be done through Acuity scheduling.

Steps for Ordering and Pick-Up of Pharmaceuticals at DMH Pharmacy Services:

1. Click on the Acuity Scheduling link: [Acuity Scheduling for Pharmacy Services](#)
2. Select "DMH Pharmacy Pick-Up/Drop-Off" option
3. Select date and time
4. Fill out all fields and Complete Appointment

An email confirmation will be sent to the email you provided. A reminder email will be sent 24 hours and 1 hour prior to your appointment.

The Acuity Scheduling link will be available on the DMH Pharmacy Services website at: [DMH Pharmacy Services](#)

Please address all concerns/questions to Hendra Hendrawan at (213) 738-4725.

Attachment

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