

# RMD Bulletin

*Knowledge is power...*

## Client Billing Training



Revenue Management Division (RMD) is conducting training in October on billing and collection practices. This training will consist of an overview of the Department of Mental Health (DMH) policy on client billing and how to fill out client fee cards. The training date, time, and location is as follows:

**Wednesday, October 30, 2013**  
**9:00am - 12:00pm**  
**Revenue Management Division**  
**695 S. Vermont Ave., 9th Floor**  
**Conference Room 911**  
**Los Angeles, CA 90005**

To attend this training, complete the registration information below then fax it to (213) 252-8889, Attention: **Client Billing Training**. Once your information is received, you will receive a confirmation notice.

NAME:
EMPLOYEE NUMBER:
ITEM / POSITION:
PROVIDER NUMBER:
PROVIDER NAME:
TELEPHONE NUMBER:
EMAIL:

*RSVP as soon as possible. Seating for the training is limited to 20.* Remember, you must register and receive an e-mail confirmation to attend this training.

- You will not be admitted to the training and will be turned away without your confirmation in hand
- Only one name per registration form will be accepted
- Your registration request will be denied if you have attended this training in the last six (6) months
- Contact RMD in advance if you cannot attend
- **THERE IS NO TRANSFERRING OF CONFIRMATIONS**
- Arrive 30 minutes prior to the training for registration

Contact Revenue Management Division at (213) 480-3444 or [RMDTraining@dmh.lacounty.gov](mailto:RMDTraining@dmh.lacounty.gov) if you have any questions.

**DOES NOT APPLY TO FEE-FOR-SERVICE PROVIDERS**